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ABSTRACT

Represented are the detailed set of data structures relevant to the categorization of information, terminology, and definitions employed in the design of the library statistical data base. The data base, or management information system, provides administrators with a framework of information and standardized data for library management, planning, and decision making; communication and comparison between libraries, and reporting to external agencies and organizations. The organizational divisions of the document are divided according to the functional areas used in the conceptual approach of the system: environment, the overall resources, and programmatic activities of the library. Environmental data represent the first major section, which is categorized into subsections for public and academic libraries. The library resources section is divided into four subsections: collection, human, financial, and facility resources. The third section is the program data and is divided into the following sub-sections: financial, personnel, facility, activity, and user measures. The final section lists outcome and performance measures. Some sections of the document are said to be at an early stage of development and changes and refinements will be dictated through practical applications of the system. Appended are a list of the data sources of definitions and data elements and a reprint of the Higher Education General Information Service (HEGIS) taxonomy used to categorize instructional programs and disciplines; an index is included. (Author/JPF)

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LIBRARY STATISTICAL DATA BASE

FORMATS AND DEFINITIONS

Dennis Jones, Project Director
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1977

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ABSTRACT

The development of a library statistical data base has concentrated on the management information needs of public and academic libraries. In this content, the data contained in the management information system describes the environment, the overall resources, and the programmatic activities of the library. The environmental data of the library includes information which describes the external setting of the library, the internal organization of the library and the target group served by the library. The overall resources of the library include four major types of data: collection resource data, human resource data, financial data, and facility resource data. Finally the data concerning programmatic activities organizes the library into major activity or functional areas. For each of these, a series of measure categories are used to describe and evaluate the activity of the library. These measures describe revenues/expenditures, personnel, facilities, activities, users, and outcomes/performance of each of the activity areas.

The framework of information and the data set described provide the library manager a more informed basis for 1) internal decision-making and planning, 2) comparison and communications, and 3) reporting to external agencies and organizations. As such, the data base as outlined and presented represents a first major effort to develop such a comprehensive system for academic and public libraries. Although changes and refinements will be dictated through the practical application of the data base, it provides an excellent beginning to a valuable management tool for the individual library and library manager.

PREFACE

As part of a U. S. Office of Education grant, the National Center for Higher Education Management Systems (NCHEMS) has developed a Library Statistical Data Base. That data base, or management information system, is detailed in Commentary to Library Statistical Data Base and the Library Statistical Data Base Formats and Definitions.

Both documents discuss and present data which describe the library. The framework for this discussion is based upon three distinct areas of information: The environment of a library, the overall resources of the library, and finally, the programmatic activities of a library.

There is a cautionary note that library managers and others should consider in reviewing and implementing this management system. The various components of the information structure, although well grounded in NCHEMS products, have not been broadly tested in the library community. Thus, this system is viewed as an initial effort which requires revision and modification. This is particularly true in the area of outcome/performance measures which are clearly in an early stage of refinement. In addition, much information concerning the specific uses and applications by library managers is unknown. Nonetheless, NCHEMS believes that this data base provides an excellent beginning point to providing a managerial tool for library administrators and the library profession as a whole.

NCHEMS is interested in receiving comments from library managers and other interested persons about any and all aspects of the management information system. Specific comments or questions should be directed to Maryann Kevin Brown, NCHEMS, P.O. Drawer P, Boulder, CO 80302.

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INTRODUCTION

Development of Library Statistical Data Base

There are a number of conditions, many with economic realities, that have combined to focus on efforts to improve management and decision making within individual libraries. Although these are discussed in greater detail in the Commentary, the primary focus is the requirement for library administrators to demonstrate both efficiency in the use of resources and organizational effectiveness. These many conditions have been guides in the development of the library statistical data base.

The data base or management information system has been developed in order to provide a foundation upon which to make decisions concerning complex, internal questions, to respond to the information needs of the constituencies of the library and to allow for the exchange of information among libraries through the standardization of data elements and definitions. To date, system development has been limited to the academic and public library communities. It is believed that the flexibility of the data base will allow for adaptation to school and special library settings in the future.

The conceptual development of the data base involved the identification of four distinct types of data -- data that describe the environment of the library, the resources of the library, what a library does, and the outcomes/performance of the library. Environmental data describe the external setting of the library, the internal organization of the library, and the target group for which the services of the library are intended. Library resources data describe overall resources -- collection,

human, financial, and facility resources -- of the library. The third major type of data, what a library does, identifies the different functions of the library and presents ways to describe these functions. The final type of data (outcome/performance) describes the impact or effectiveness of the library with respect to its functional areas. These four types of data are presented in Figure 1 as an overview of the data base or management information system for libraries.

Figure 1

SUMMARY OF

MANAGEMENT INFORMATION SYSTEM FOR LIBRARIES

Organizational Goals and Objectives

LIBRARY ENVIRONMENTAL DATA
- External Setting
- Internal Organization
- Target Group

LIBRARY RESOURCES DATA
- Collection Resources
- Human Resources
- Financial Resources
- Facility Resources

PROGRAM DATA

Programmatic Activities (Functions) / Categories of Measures	Revenue/ Expenditure Measures	Personnel Measures	Facilities Measures	Activity Measures	User Measures	Outcome/ Performance Measures
Administrative Services						
User Services						
Technical/Production Services						
Instructional Services						
Support Services						

Organization

Each of these major types of data represents the basic organizational divisions of this document. Environmental data represent the first major section which is categorized into subsections for public and academic libraries. The library resources section is divided into four subsections: collection resources, human resources, financial resources, and facility resources. The third major section is the program data and is divided into the following subsections: financial measures, personnel measures, facility measures, activity measures, and user measures. The final major section is outcome/performance measures. In addition, this document contains two appendices: Appendix A which lists the data sources of definitions and data elements, and Appendix B which contains a reprint of the HEGIS taxonomy that is used to categorize instructional programs/ disciplines.

The definitions utilized in this document include a citation as to the source. A definition which has a number on brackets, e.g. (32), refers to item 32 of Appendix A, Authorities for Definitions. In this case the definition has been taken from that source and has not been modified or changed. A single asterisk (*) indicates that the definition has been modified or written by the Library Statistics Project of the American Library Association under contract with the National Center for Education Statistics. A double asterisk (**) indicates that the definition has been written or modified by the staff of this project.

Programmatic Definitions

Throughout this document the library has been categorized into several functional areas. Simply put, these functional areas represent a means to describe what goes on in a library. Because each section

and most subsections of this document contain categorizations based on these functional areas, these definitions are being presented in the following section. The reader, however, should refer to the Commentary and the introduction of the program data in this document to understand the correct manner in which to use the functional definitions and categorizations.

Finally, several areas in this document are at an early stage of development. The reference formats contained in several sections of this document are at an early stage of development. The outcomes/performance measures also represent an untested section. Each of these sections as well as the other parts of the document will require modification and revision when more applications have taken place in the library community. Nonetheless, the data base provides an excellent initial step at meeting the needs of library managers.

NOTE: In selecting data items for inclusion in this data base, an attempt has been made to include those data that are required for reporting to at least the federal government and those data required to provide at least a minimal set of data for internal management purposes. In the context of reporting, it is hoped that the data definitions included in the information system will evolve into a standard language for inter-organizational communication. In the context of internal management uses, the inevitability of unique organizational structure is recognized. Thus, it is anticipated that the data set presented will take the form of a starting point -- a prototype from which modifications will necessarily be made to accommodate the specific needs of individual libraries.

ADMINISTRATIVE SERVICES: Those activities related to the provision of general administrative services for the operation of the library. Those specific services included in this functional area are personnel administration and coordination, public relations and development, fiscal management, planning, program management, publications, advertising and personnel development. Computing support for general library activities and administrative functions should be included in this category. Excluded are those computer services in support of user or technical services. Activities related to public relations/promotion are included in this activity category.**

Refinement appropriate within this category is:

General Administrative Activities: Those activities related to library management, fiscal operations, library planning, public relations, and personnel administration and coordination. **

Organization and Personnel Development: Those activities related to the improvement of library resources. Included in this category are those activities related to long-term library development, contribution to the institutional goals of the organization of which the library is a part, and participation by the library or library employees in long-range development of resources within the library community (e.g. network advisory boards, library planning groups, faculty councils, etc.). Also included are those activities which provide library staff opportunities for increasing their personal and professional growth and development. Included within this category are staff development programs, in-service education programs, professional meetings and seminars, attendance, professional publishing, and sabbatical leaves.**

USER SERVICES: Those activities related to the provision of library materials or information to the library's clientele, and to other libraries. Those activities included in this category are assistance, or facilitation, in the use of the library, reference and information services, circulation services, reserve services, non-print, or media, distribution, interlibrary loan services, messenger services and equipment rental and loan services. Also included in this category are computer services in support of user services (e.g., circulation and reference automation). Assistance, aids and instruction in the use of the library, and activities related to the control and distribution of library services are included. Similar services provided within special collections and at branch libraries should also be considered a part of User Services. **

A further breakdown of User Services that may be appropriate for some libraries includes the following:

Materials Distribution: Those activities related to the physical control and circulation of library materials. Also included in this category are lending library resources to direct borrowers from general, special or reserve collections, maintaining loan records, monitoring and collecting overdues, renewing materials, reshelving materials, equipment rental and loan for use in reading or viewing library materials, copying services provided to users and media distribution services. **

Information Services: Those activities related to the provision of services and aids for the identification and location of documents and information requested by the library's clientele. Included in this category are literature searches, processing reference and information queries, maintenance of reference collections, production of bibliographies for specific subjects, directional and community referral services. Also included are the provision of instruction in the use of the library, library materials, catalogs, or other information tools and the provision of instructions that enhances the use of these.**

Interinstitutional Exchange and Loan Services: Those activities related to the borrowing or lending of materials to other libraries. Specifically included activities are interlibrary loan and messenger services, record maintenance and accounting activities associated with interlibrary transactions, bulk loans to other libraries (excluding branches of the reporting library), and photocopying and reproducing materials for purposes of providing materials to another library in lieu of lending originals. Messenger services employed primarily for purposes of interbranch transactions are excluded from this category, and should be included in Support Services. **

TECHNICAL/COLLECTION SERVICES: Those activities related to the provision of technical and production services of the library, specifically, material acquisition, organization, and preparation services. Included in this category are acquisition services, collection development, cataloging, periodicals control and binding services. **

A further refinement of technical services that may be appropriate for some libraries includes the following:

Collection Development Services: Those activities related to the selection of materials for the library, the determination and coordination of collection development policy, and the screening and evaluation of available materials and user requirements. Included in this category are user needs assessment and collection use studies, preparation of "want" lists, and weeding. ** (The collection of the library is considered to be the total resources of organized materials provided by a library or media center for its clientele. (7)*)

Materials Acquisition: Those activities related to obtaining library materials by purchase, exchange or gift, together with the maintenance of the necessary records of these additions. Also included are those activities related to the identification and verificiation of orders and titles (7)**

Materials Organization and Control: Those activities related to the organization and bibliographic control of library materials. Included in this category are cataloging services, serials check-in, catalog production, catalog maintenance and filing into catalogs. **

Materials Preparation/Production: Those activities related to the preparation, production, and maintenance of materials for general library use and distribution. Included in this category are binding and repair services, physical processing of materials and media production services. **

INSTRUCTIONAL SERVICES: Those activities carried out for the express purpose of eliciting some measure of "educational change" in a learner or group of learners, except those instruction activities related to the use of libraries, library materials, catalogs or the enhancement of knowledge of these items. Included in this category are the credit and noncredit courses or programs offered by the library such as "right-to-read" programs, community awareness programs, film series, children's story hours, and lectures which are not related to the facilitation of library use. Library tours and instruction in the use of the library or library materials should not be included in this category (include under Materials Identification and Access Services).**

SUPPORT SERVICES: Those activities related to the provision of general support activities to the library. Included are activities relating to building maintenance, custodial services, utilities, landscape and ground maintenance, major repairs and renovation, construction planning, bookmobile maintenance, parking, procurement, and shipping. **

II. LIBRARY ENVIRONMENTAL DATA

INTRODUCTION

This section contains data that describe the environment in which the library is found. Included in this section are data about:

- the external setting of the library,
- the internal organization of the library, and
- the target group for library services.

Each of these three types of data are discussed separately for the public library and for the academic library since these environments are uniquely different.

The description of the external setting of the library concerns the relationship of the library to its parent institution or extra-library governance structure, the relationship of the library to other organizations (such as networks, resource sharing, agreements, and other cooperatives), and the relationship of the library to its funders.

The internal organization data describe the reporting structure of the library, the service points and outlets, general descriptive characteristics of the library (e.g., location and institutional identifiers, collective bargaining agreements, etc.), relationship of the media (learning resource) center to the library, and special features that affect either service or resource accessibility and availability (such as catalog availability and arrangement).

The description of the target group is the third major area in the environmental section. Data in this section describe the population characteristics for both academic libraries and public libraries. Within academic libraries, the population characteristics include educational levels, disciplines, and academic/employment status of potential users. Factors describing the public library population include educational levels, occupational levels, age and race/ethnic characteristics. For both academic and public libraries, these data items can be directly linked to the actual user data contained in III-F, User Measures.

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II-A. ACADEMIC LIBRARY ENVIRONMENT

FICE CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT II-A.1

ORGANIZATIONAL CHARACTERISTICS OF ACADEMIC LIBRARIES

Name and Title of Respondent

_____

_____

Telephone Number _____
Date _____

1. Institution Identifiers *(fill in)*

   Corporate name of parent academic institution of the library _____

   Address _____

   Institution code(s)

   FICE _____
   Others _____

2. Location of the parent academic institution of the library *(fill in)*

   City _____
   County _____
   U.S. Congressional District _____
   State/Territory _____

3. Fiscal period covered by this report extends from ___/___ (month year) to ___/___ (month year)

4. Institutional Type *(check one)*

   2 year ☐
   4 year ☐
   University ☐
   Other ☐

5. Institutional Control/Legal Identity of the parent academic institution of the library:

PUBLIC *(check all that apply)*

- Federal/Dominion ☐
- State/Province ☐
- Territorial ☐
- School District(s) ☐
- County (or counties) ☐
- Regional ☐
- Municipality (city, township, etc.) ☐

PRIVATE *(check one)*

- Organized as profit-making ☐
- Independent, nonprofit ☐
- Affiliated with religious group ☐
- Other *(specify)* _____

OTHER *(specify)* _____

6. Structure of reporting unit *(check one)*

- A library serving a single campus institution ☐
- A library serving one of the [illegible]inistratively equal campuses of a multi-campu[illegible]stitution or system ☐
- A library serving a main campus parent institution which has one or more branch campuses ☐
- A library serving a branch campus of another institution ☐
- [illegible]oint library ☐

7. Minimum admissions requirements to the parent academic institutions of the library *(check one)*

- Only the ability to profit from attendance ☐
- High school graduation or recognized equivalent ☐
- High school graduation, plus an indication of superior academic aptitude (class standing, grades, curriculum, particular school, test scores, etc.) ☐
- Two-year college graduation ☐
- Four-year college graduation ☐
- Other *(specify)* _____

8. What is the highest degree offered by the parent academic institution of the library *(check one)*

- Certificate or diploma ☐
- Associate of Arts ☐
- Bachelor's degree ☐
- First professional degree ☐
- Master's degree ☐
- Doctoral degree ☐
- Other *(specify)* _____

9. What is the predominant calendar system of the parent academic institution of the library *(check one)*

- Semester ☐
- Trimester ☐
- Quarter ☐
- 4-1-4 ☐
- Other *(specify)* _____

10. Number of months in academic year _____

11. Are the employees of the library covered by a collective bargaining agreement *(check one)*

Yes ☐

No ☐

If yes, which types of employees are covered by agreement(s) *(check all that apply)*

EXEMPT

Administrative/Executive/Managerial ☐

Instructional/Research ☐

Specialist/Librarian ☐

NON-EXEMPT

Technical ☐

Office/Clerical ☐

Service ☐

12. New library status *(check one)*

This library is considered a new library ☐

This library is not considered a new library ☐

13. What is the relationship of the Media (Learning Resource) Center to the library *(check one)*

Not applicable -- there is no Media (Learning REsource) Center ☐

Part of the library ☐

Administratively equal to the library and under a common administrator ☐

Library is a part of the Media (Learning Resource) Center ☐

No formal relationship ☐

14. Is the Media (Learning Resource) Center included in this report as part of the library *(check one)*

- Yes ☐
- No ☐
- Not applicable ☐

15. Campus Institution Libraries *(fill in)*

Number of dependent branch libraries _____

Number of affiliated institution libraries (excluding the central library) which are controlled by the institution directoy _____

16. Public catalogs available to the library's clientele *(check the type(s) of public catalogs of the library collection that are made available to the library's clientele for locating materials in the library collection.)*

- Card Catalog ☐
- Book Catalog ☐
- Fiche catalog ☐
- Microfilm catalog ☐
- On-line computer catalog ☐
- Serials list ☐

Other *(specify)*_____

17. Catalog Arrangement *(Check the file arrangement(s) of public non-serial catalogs made available to the library's clientele for locating materials in the library collection.)*

- Dictionary ☐
- Author and title catalog with separate subject catalog ☐
- Separate author, title and subject catalogs ☐
- Classified or systematic catalog ☐

Other *(specify)* _____

18. Machine-readable bibliographic data base access *(Indicate the number of automated bibliographic service data bases to which the library has access.)*

Directly through the library _____

Indirectly through an intermediary library or center _____

19. Regional interlibrary cooperation *(Indicate the number of libraries and the type of cooperative services in which this library participates for services with other libraries in close proximity (within a geographical radius which allows 24-hour turnaround in interlibrary loan requests, and immediate access via telephone) beyond typical interlibrary loan. Note the number of libraries, including the reporting library, by types of library involved in the cooperative services. National or multi-state cooperatives would typically be excluded from this consideration.)*

NUMBERS OF LIBRARIES COOPERATING IN AGREEMENTS						
Type of Library \ Type of Cooperative Service	Collection Develop. Services	Matl's Acquis.	Matl's Organiz.	Matl's Prep.	Interinstitutional Exchange and Lending	Information Services
Academic Libraries						
Public Libraries						
Other Libraries						
TOTAL						

20. Library agreements *(List the names and addresses of library consortia, library network and/or other library cooperative endeavors in which the library participates. Include all agreements which are presently in effect.)*

21. Reimbursed services *(List the services provided by the library for which the costs are recovered from the patron, either in total or in part, or which are subsidized by outside sources, and would not be provided if these fees or subsidies were not provided.)*

22. Unique activities/resources *(List those unique programmatic activities or services provided to library users which are not customarily provided by libraries.)*

(List those unique resources held by the library, e.g., special collections and special catalogs of the library.)

FORMAT II-A.1

ORGANIZATIONAL CHARACTERISTICS OF ACADEMIC LIBRARIES

DEFINITIONS

Question Reference

#1 INSTITUTION IDENTIFIERS: The name, address and code identifying the institution as unique. The institution name, not the name of the library should be used.**

#1 INSTITUTION CODE: The code designation for the institution identified by the institution name. If two or more independent institutions are served by the library, then code designations for each institution should be provided.**

Federal Interagency Committee on Education (FICE) Code: An unstructured number that is unique for each institution and remains the institutional identification number for the life of the institution. The primary utility of the FICE code is that it provides a precise identification of a particular higher education institution. FICE codes have been assigned to only higher education institutions (i.e., those that respond to the Higher Education General Information Survey).**

All other institutions (i.e., those that are included in the Directory of Postsecondary Schools with Occupational Programs) have been assigned a code comprised of a state code plus a serial number.**

#2 LOCATION: The city, county, U.S. congressional district and state (or territory) in which the main campus of the institution (of which the reporting library is a part) is located.**

#3 FISCAL PERIOD: A designated period at the end of which a library or library system determines its financial condition and the results of its operations, and closes its books. The period is usually a year, though not necessarily a calendar year. (7)*

#4 INSTITUTIONAL TYPE: The class or type of institution of which the reporting library is a part. Typically, type is determined by the highest degree conferred by the institution (e.g., universities are doctoral-granting institutions, 4-year institutions are baccalaureate-granting institutions, etc.)**

Question
Reference

#5 INSTITUTIONAL CONTROL/LEGAL IDENTITY: The constituency to which the institution has primary legal responsibility.

Public: Control of policy and funding originating directly or indirectly from a constitutionally defined form of government.**

Private: Control of policy and funding originating primarily from a nongovernmental entity.**

Other (specify): Control of funding and/or policy originating from a combination of governmental and nongovernmental entities.**

#6 STRUCTURE OF THE REPORTING UNIT: The type of structure which comprises the institution.

Single Campus Institution: A postsecondary education institution that conducts its programs at a single site.**

Campus in a Multi-Campus Institutional System: An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body. (14)**

Main Campus (Parent Institution): In those institutions consisting of a main campus and one or more branch campuses, the main campus (sometimes called the parent institution) is usually the location of the core, primary, or most comprehensive program. Unless the institution-wide or central administrative office of such institutions is reported to be at a different location, the main campus is also the location of the central administrative office. (14)

Branch Campus: A campus of an institution of higher education or division of an organization which is organized on a relatively permanent basis (i.e., has a relatively permanent administration) which offers an organized program or programs of study (as opposed to courses) and which is located in a community different from that in which its parent organization is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution. (14)**

Joint Library: A library that serves two or more academic institutions or one institution and a part of another. (35)

Question Reference

#7 MINIMUM ADMISSIONS REQUIREMENTS: The usual minimum requirement for admission to the institution (of which the reporting library is a part) as a regular student in the lowest postsecondary education program offered by the institution. Disregard admissions to special programs, exceptional status or other circumstance that does not conform to the typically enforced admissions policy.**

#8 HIGHEST DEGREE OFFERED: The highest degree/certificate/diploma offered by the institution (of which the library is a part) which represents completion of any program offered by the institution. (33)

Certificate or Diploma: An award for successful completion of a course of study or program covering less than two academic years offered by a postsecondary institution. (33)**

Associate Degree (two years or more): The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work. (33)

Bachelor's Degree: Any earned academic degree carrying the title of "bachelor." (33)

First Professional Degree: The first earned degree in a professional field. Only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M. (33)

Master's Degree: Any earned academic degree carrying the title of "master." (33)**

Doctoral Degree: Any earned academic degree carrying the title of "doctor." Not included are first professional degrees such as M.D., D.D.S., (33)

Other: Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate. (33)

Question
Reference

#9 PREDOMINANT CALENDAR SYSTEM: The method by which the institution structures most of its courses for the calendar year. (39) The following systems are included:

Quarter: The quarter calendar consists of three quarters with about twelve weeks for each quarter of instruction. There may be an additional quarter in the summer. (39)

Semester: The semester calendar consists of two semesters during the typical academic year with about sixteen weeks for each semester of instruction. There may be an additional summer session. (39)

Trimester: The trimester calendar is composed of three terms with about fifteen weeks for each term of instruction. (39)

4-1-4: The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session. (39)

Other (specify): Describe predominant calendar systems that are not defined by any of the above terms. (39)

#10 ACADEMIC YEAR: A consecutive period of time that is institutionally designated as the academic year. Academic year may be equivalent to a fiscal year or may include only some of the sessions during which course work is offered. Most typically, an academic year is equated to two semesters, three quarters, two trimesters, or the period of time covered by the 4-1-4 plan. (39)

#11 COLLECTIVE BARGAINING AGREEMENT: The agreement reached between an employer and the union or employee organization representing his employees which embodies the terms and conditions of employment agreed upon in collective bargaining. Ordinarily the agreement is written and is effective for a definite period. (40)

Question
Reference

#11 EMPLOYEE: Any individual being compensated by the institution for services rendered. Specifically excluded are employees of firms providing services to the institution on a contract basis. (33)** Categories of employees include:

Exempt Employees: An employee whose condition of employment and compensation are not subject to the provision of the Fair Labor Standards Act of 1938 as amended. Exempt employees are not eligible for overtime payment. According to Section 13 of the Act, an exempt employee is "an employee employed in a bona fide executive, administrative or professional category. (33)** Exempt employee categories include:

Executive/Administrative/Managerial: This classification includes employees who exercise primary responsibility for the management of the institution or of a customarily recognized department or subdivision thereof. (33)**

Instructional/Research: Individuals employed for the primary purposes of performing instruction and research activities. (33)**

Specialist/Librarian: Employees given assignments requiring knowledge of an advanced type in a field of science or learning. (33)**

Non-Exempt Employees: An employee whose conditions of employment and compensation are subject to the provisions of the Fair Labor Standards Act of 1938 as amended. (33)** Non-exempt employee categories include:

Technical: Individuals employed for the primary purpose of performing technical activities. Included in this category are library technical assistants and media technicians. (33)**

Office/Clerical: Individuals employed for the primary purpose of performing clerical activities. (33)**

Service: Individuals employed for the primary purpose of performing service (often unsilled) activities. Included in this category are custodians, groundskeepers, security guards, food service workers, and so forth. (33)**

#12 NEW LIBRARY: A library which is either (1) in the process of being developed and which is not yet open to the public, or (2) a library which meets and has met since its inception both the following criteria: (a) a materials expenditure budget which exceeds its staffing expenditure budget; and (b) a volume of acquisition during the current reporting year which exceeds the volume holdings of the library at the end of the last reporting year. (35)**

Question
Reference

#13,
#14 MEDIA (LEARNING RESOURCE) CENTER: An institutional facility which provides teaching or instruction materials and related equipment to the student population individually and in classes, including computer-assisted instruction, audiovisual teaching and training packages and educational materials intended for self-instruction.**

#15 CAMPUS/INSTITUTION LIBRARY:

Branch Library: A satellite library with separate quarters, a basic collection of books, a regular staffing level, and an established recurrent schedule, but administered by the central library. In academic institutions a branch typically consists of a special area or subject collections of library materials serviced by its own staff. It is usually located on the same campus as the central library and is centrally administered. (7)** For reporting purposes, extension center libraries under the administration of the central library should be included.

Affiliated Library: A library on the campus of the institution, which though included in this report, and which has the same FICE code as that used by the central library, is not administered by the central library. Examples of this are law libraries and medical libraries which may have their own governance and may not be within the administrative jurisdiction of the director of the central library. For reporting purposes, extension center libraries not under the administration of the central library should be included here.**

#16 PUBLIC CATALOG:
order which records and describes the resources of the library. (7)** Only those catalogs available for public use should be included. Exclude union catalogs. Types of catalogs include:

Card Catalog: Unit entries on separate cards of the library's holdings which are arranged in an established order, normally housed in drawers, and available for public use. (7)***

Book Catalog: A list of the library's holdings arranged in an established order, bound and available for public use. This category does not include special catalogs of art exhibits, new acquisitions lists or special bibliographies.**

Fiche Catalog: A list of the library's holdings on microfiche arranged in an established order, and available for public use. These lists must be read with the assistance of microfiche readers.**

Question
Reference

#16 (CONTINUED)

Microfilm Catalog: A list of the library's holdings on microfilm arranged in an established order, and available for public use. These lists must be read with the assistance of microfilm readers.**

On-line Computer Catalog: A list of the library's holdings stored on computer, or magnetic storage, accessed in a predetermined procedure, and available for public use. These records must be accessed through a terminal connection to the computer.**

Serials List: A list of periodical or serials arranged in an established order, which documents the holdings of the library. These lists are available to the public and are usually (though not always) in book form.**

Other: Other public catalogs of the library collection which are not included in the above. This should not include special catalogs of art exhibits, new acquisition lists or special bibliographies.**

#17 PUBLIC CATALOG ARRANGEMENT:

Dictionary Catalog: A catalog in which all the entries (author, title, subject, series, etc.) and their related references are arranged together in one general alphabet. The subarrangement frequently varies from the strictly alphabetical. (20)**

Author and Title Catalog: A catalog consisting of author and title entries, and sometimes entries for editors, translators, series, etc., but excluding subject entries. (20)

Author Catalog: An alphabetical catalog of author entries and author added entries such as editors, translators, etc. (20)

Subject Catalog: A catalog consisting of subject entries only. (20)

Title Catalog: A catalog consisting of subject entries only. (20)

Classified or Systematic Catalog: A catalog arranged by subject according to a systematic scheme of classification. (20)**

Question
Reference

#18 MACHINE-READABLE BIBLIOGRAPHIC DATA BASE: A data base is a file or collection of files of data (information) in machine-processible form. A bibliographic data base is one in which the information (data) is bibliographic records, indexed and cross referenced in such a way as to make a subject search one of its major uses. While there are bibliographic data bases through which one can obtain cataloging information, only those offered by such agents as SDC, Lockheed and BRS, which can produce a list of citations on specific subjects, are considered to be machine-readable bibliographic data bases. (15)** Count each unique bibliographic data base separately. Where the same data base may be accessed equally through several services (e.g., both SDC and Lockheed), count the data base only once.

#19 REGIONAL INTERLIBRARY COOPERATION: Cooperation beyond normal interlibrary loan among two or more libraries of any type, including but not limited to, participation in networks and consortia. (23)***

#19 COOPERATING LIBRARY: A library participating with other libraries in cooperative endeavors beyond normal interlibrary loan.**

Academic Library: A library forming an integral part of a college, university or other academic institution for post-secondary education, organized and administered to meet the needs of students and faculty of the institution. (7)**

Public Library: A library that serves free all residents of a given community, district, or region, and receives its financial support, in whole or in part, from public funds. In addition to the tax-supported municipal, county and regional public libraries, this definition includes privately controlled libraries which render, without charge, general library service to the community. (7)

Other Library: Irrespective of its titles, any other organized collection or printed books and periodicals or any other graphic or audiovisual materials, and the service of a staff to provide and facilitate the use of such materials as required to meet the informational, educational, or recreational needs of its clientele. (3,10)** Included are state libraries, special libraries and school libraries.

#20 CONSORTIA, NETWORKS AND/OR COOPERATIVE ENDEAVORS: A group of independent and autonomous libraries banded together by informal or formal agreements or contracts for sharing of resources, joint activities to improve the library service of the participants, or other common services planning beyond traditional interlibrary loan (as defined in the National Interlibrary Loan Code of 1968). These agreements may be temporary or permanent, and may or may not include membership fees and service charges.** Examples include the Ohio College Library Center (OCLC), the Center for Research Libraries and bibliographic centers.

Question Reference

#21 REIMBURSED SERVICES: Services which the library provides to the user or to other libraries on either a partial cost-recovery basis, or through subsidy. This category should include only those services which could not be provided without such reimbursement to the library.**

#22 UNIQUE PROGRAMMATIC ACTIVITIES/SERVICES: Services or products provided by the library which are not typically associated with library service to users, or services to other libraries.**

#22 UNIQUE RESOURCES: Resources, such as special collections or special catalogs, which are not commonly held by libraries or which are not typically associated with the holdings of a library.**

FORMAT II-A.2

FICE CODE _____
CENSUS DATE _____

POPULATION CHARACTERISTICS OF ACADEMIC LIBRARIES

	Use Factors / Population Types	ACADEMIC/EMPLOYMENT STATUS		TOTAL POPULATION (Potential users)
		Full-time	Part-time	
STUDENT POPULATION	UNDERGRADUATES (by discipline)			
STUDENT POPULATION	GRADUATES (by discipline)			
STUDENT POPULATION	NON DEGREE/ NON DIPLOMA/ NON CERTIFICATE			
INSTITUTION EMPLOYEE	INSTRUCTION/RESEARCH PERSONNEL (by discipline)			
INSTITUTION EMPLOYEE	OTHER INSTITUTION EMPLOYEE			
	TOTAL PRIMARY POPULATION			

FORMAT II-A.2

POPULATION CHARACTERISTICS OF ACADEMIC LIBRARIES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

CENSUS DATE: The designate day in the academic term, after most drops/adds have been completed, when the institution takes official enrollment counts (typically sometime between the second and fourth week of classes). (40)

ACADEMIC POPULATION TYPES:

Undergraduate: This category includes all students who are enrolled in programs leading to an associate or bachelor's degree or in undergraduate occupational or vocational programs. (38)**

Graduate: This category includes all students who hold a bachelor's degree or the equivalent and (a) are pursuing a master's or doctoral degree, or (b) first "professional" degree or (c) are in a special, unclassified, visitor, or other status, or (d) are pursuing an Educational Specialist Certificate, degree, or coordinate intermediate level degree program, or, (e) are enrolled for additional course work for research as part of an institutionally defined post-doctoral program, or, (f) are medical interns and residents. (38)**

Nondegree/Nondiploma/Noncertificate Student: A student who has not been admitted to a general or specific course of study or a program in the institution at the completion of which a degree, diploma, certificate is awarded by the institution. Such students may be enrolled in credit and/or noncredit courses. They should not be confused with "undeclared majors" admitted to degree/diploma/certificate programs or students in other similar "holding" categories. (37)

Employee: See Format II-A.1, Organizational Characteristics of Academic Libraries.

Instruction/Research Personnel: See Format II-A.1, Organizational Characteristics of Academic Libraries.

DISCIPLINE: Generally, a branch of knowledge or teaching. Discipline partially denotes activity centers that produce instruction, organized research, or public service outcomes. In some cases, "discipline" may be synonymous with "department." Disciplines are categorized according to the standard taxonomy of fields of study used in the Higher Education General Information Survey (HEGIS) published by the National Center for Education Statistics under the title A Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). (See Appendix B.)

ACADEMIC STATUS:

Full-time students: Those students regardless of level registered for at least 75% of a normal class load. (37)**

Part-time students: Those students who are registered for less than a full-time load. (37)

EMPLOYMENT STATUS:

Full-time employee: Those individuals available for full-time assignment or those designated as full-time in an official contract, appointment, or agreement. Normally, those individuals who work approximately 35-40 hours per week for the period being analyzed are considered full-time employees. Individuals on sabbatical leave should be included as full-time if that was the status of their employment prior to sabbatical. (33)

Part-time employees: Those individuals who are available for less than full-time assignment or who are designated as "part-time" in official contract, appointment, or agreement. Employees who work less than approximately 35 hours per week are typically (though not necessarily) considered part-time. (37)**

INSTRUCTIONS: Format II-A.2 requests head count enrollments and employee levels by full-time and part-time status. Enrollments should be reported as of this institution's census date.

II-B. PUBLIC LIBRARY ENVIRONMENT

LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT II-B.1

ORGANIZATIONAL CHARACTERISTICS OF PUBLIC LIBRARIES

Name and Title of Respondent

_____

_____

Telephone Number _____
Date _____

1. Library Identifiers *(fill in)*

   Official name of library _____

   Address _____

   LIBGIS Code _____

2. Location of Library Headquarters *(fill in)*

   City _____
   County _____
   U. S. Congressional District _____
   State/Territory _____

3. Library Control/Legal Entity *(check all that apply)*

   Federal/Dominion ☐

   State/Province ☐

   Territorial ☐

   Regional ☐

   County (or Counties) ☐

   Municipality (city, township, etc.) ☐

4. Fiscal period covered in this report extends from ____/____ to ____/____
month year month year

5. New library status *(check one)*

This library is considered a new library. ☐

This library is not considered a new library. ☐

6. Governing body *(check groups from which final approval of library program is required)*

Division chief (e.g., Commissioner of Education) of a unit wihtin the governmental body of which the library is a part ☐

Library Board ☐

Official director (e.g., City Manager, Mayor) of the legal entity of which the library is a part ☐

Board or Council (e.g., City Council, Board of Education) which controls the legal entity of which the library is a part ☐

State Library ☐

Other *(specify)* _____

7. Primary service area *(fill in)*

Population of primary service area _____

Area (in square miles) of primary service _____

8. Extension of library service (areas in which library service is provided outside of the primary service area) *(fill in)*

Population of area of extension _____

Area (in square miles) to which extension of library service is provided _____

9. Service outlets *(fill in)*

City, county and zip code of Central Library (if different from headquarters) _____

Number of branch libraries _____

City, county and zip codes of branch library locations _____

_____

_____

_____

Number of bookmobiles and mediamobiles _____

Number of locations at which bookmobiles and mediamobiles stop ___

City, county and zip codes of bookmobile and mediamobile stops

_____

_____

_____

Number of other service outlets (excluding central library)_____

City, county and zip codes of other service outlet locations

_____

_____

10. Services to institutions within the library's area of service *(check those that apply)*

This library provides services directly to:

Schools (public or private) ☐

Prisons ☐

Orphanages, juvenile detention homes, reform schools ☐

Rest homes, county homes, and other housing intended for the aged ☐

Other hospitals ☐

Military bases ☐

Other *(specify)* _____

11. Are the employees of the library covered by a collective bargaining agreement *(check one)*

Yes ☐

No ☐

If yes, which types of employee are covered by agreement(s) *(check all that apply)*

EXEMPT

Administrative/Executive/Managerial ☐

Instructional/Research ☐

Specialist/Librarian ☐

NON-EXEMPT

Technical ☐

Office/Clerical ☐

Service ☐

12. Public catalogs available to the library's clientele *(check the type(s) of public catalogs of the library collection that are made available to the library's clientele for locating materials in the library collection)*

Card catalog ☐

Book catalog ☐

Fiche catalog ☐

Microfilm catalog ☐

On-line computer catalog ☐

Serials list ☐

Other *(specify)* _____

13. Catalog arrangement *(check the file arrangement(s) of public non-serial catalogs made available to the library's clientele for locating materials in the library collection)*

Dictionary ☐

Author and title catalog with separate subject catalog ☐

Separate author, title and subject catalogs ☐

Classified or systematic catalog ☐

Other *(specify)* _____

14. Machine readable bibliographic data base access *(indicate the number of automated bibliographic service data bases to which the library has access)*

Directly through the library _____

Indirectly through an intermediary library or center _____

15. Regional Interlibrary Cooperation *(indicate the number of libraries and the type of cooperative services in which this library participates for services with other libraries in close proximity (within a geographic radius which allows 24-hour turnaround in interlibrary loan requests, and immediate access via telephone) beyond typical interlibrary loan. Note the number of libraries, including the reporting library, by types of library involved in the cooperative services. National or multi-state cooperatives would typically be excluded from this consideration)*

NUMBERS OF LIBRARIES COOPERATING IN AGREEMENTS						
Type of Library \ Type of Cooperative Service	Collection Develop. Services	Matl's Acquis.	Matl's Organiz.	Matl's Prov.	Interinstitutional Exchange and Lending	Information Services
Academic Libraries						
Public Libraries						
Other Libraries						
TOTAL						

16. Library agreements *(List the names and addresses of library consortia, library network and/or other library cooperative endeavors in which the library participates. Include all agreements which are presently in effect.)*

17. Reimbursed services *(List those services provided by the library for which costs are recovered from the patron, either in total or in part, or which are subsidized by outside sources, and would not be provided if these fees or subsidies were not provided.)*

18. Unique activities/resources *(List those unique programmatic activities or services provided to library users which are not customarily provided by libraries.)*

(List those unique resources held by the library, e.g., special collections and special catalogues of the library.)

FORMAT II-B.1

ORGANIZATIONAL CHARACTERISTICS OF PUBLIC LIBRARIES

DEFINITIONS

Question Reference

#1 LIBRARY GENERAL INFORMATION SURVEY (LIBGIS) CODE: Number assigned to the library by the National Center for Education Statistics (NCES) for the purpose of completing the Library General Information Survey.**

#2 LIBRARY HEADQUARTERS: The location of the administrative offices of the library. These offices may or may not be located at the Central Library.**

#3 LIBRARY CONTROL/LEGAL IDENTITY: The constituency, or district, to which the library has primary legal responsibility. Typically (although not always), this district would be the major source of the library's funding.**

#4 FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#5 NEW LIBRARY: See Format II-A.1 Organizational Characteristics of Academic Libraries.

#6 GOVERNING BODY: The entity who directly governs the library and its policies. Typically, the library reports directly to this entity which has direct line responsibility for the library.*

Divisional Chief of a Unit: A person who is normally considered a department chief, division chief, or division director. Examples would be Director of Social Services, Secretary of Education, etc.**

Library Board: A group of appointed or elected officials which directly oversees the library on a continuous and regular basis. Typically, this board's sole function is to oversee public library policies. Also known as Library Board of Directors, Board of Trustees, and Board of Library Trustees.**

Official Director of the Legal Entity of Which the Library is a Part: The elected or appointed official of the legal entity (i.e., City, County, State, etc.) which oversees the policies and activities of that legal entity. Examples of these positions are Mayor, Governor, City Manager.**

Board or Council: A group of appointed or elected officials which directly oversee the legal entity of which the library is a part. Examples are City Council, Board of Supervisors, the Legislature.**

State Library: A library maintained by state funds for the use of state officials and employees, and usually for the use of all citizens of the state. (7)

Question
Reference

#7 PRIMARY SERVICE AREA: The geographic area, and the residents thereof, for which the library has been established to offer services and from which (or on behalf of which) the library derives income. Typically, this area would correspond to that from which the library derives its legal identity. (7)** Square miles of area of service should be inclusive of the area of total population given.

#8 EXTENSION OF LIBRARY SERVICES: The supplying of books and other library assistance (including reader and research advisory services) to individuals and organizations outside a library's regular service area, and to areas in which library service is not otherwise available. These services may be reimbursed by users or subsidized by other sources, or may be provided gratis by the library.(7)**

#9 SERVICE OUTLET: Any location where library materials and services are made available to the library's clientele. (7) Include only those outlets which are currently in service.

Central Library: The single unit library or the library where the principal collections are kept and handled. Also called the Main Library. (7)**

Branch Library: An auxiliary library with quarters separated from the central library, a basic collection of books, a regular staffing level, and an established recurrent schedule, but administered by either the central library or library headquarters. (7)**

Bookmobile: An truck or van especially equipped to carry books and other library materials and serve as a traveling branch library. (7) A bookmobile stop is considered to be a unique location at which library services are rendered by the bookmobile staff or from the collection of the bookmobile on a regular and pre-scheduled basis.**

Mediamobile: A truck or van especially designed and operated to distribute print and audiovisual materials: serves both as a delivery unit and a branch or satellite library . (7) A mediamobile stop is considered to be a unique location at which library services are rendered by the mediamobile staff or from the collection of the mediamobile on a regular and pre-scheduled basis.

Other Service Outlets: Any other location where library materials and services are made available to the library's clientele. This includes classroom collections, deposit stations, and services provided to institutions such as a hospital or prison, on a regular basis. Excluded from this category are satellite book drops, books-by-mail services, and other service points which do not provide a collection of materials and library services on a regular basis.**

Question
Reference

#10 SERVICES TO INSTITUTIONS: Services provided by the public library and library employees to specifically defined groups of persons who otherwise would not have access to library services and who typically are housed within the institution. Excluded are services provided to the library maintained by these institutions as a normal part of interinstitutional exchange and loans.** This includes:

Schools: A school system, or division of the school system consisting of students comprising one or more grade groups or other identifiable groups, organized as one unit with one or more teachers to give instruction of a defined type, and housed in a school plant of one or more buildings. (28)**

Prisons: This category includes county municipal jails, district, state, and federal prisons, and minimum security work farms. Excluded are juvenile detention centers or reform schools.**

Orphanages, juvenile detention homes and reform schools: This category includes all residence facilities established by public or private sources for the purpose of housing children. Do not include, however, private boarding schools which should be categorized as a "school." **

County homes, homes for the aged, rest homes: Include here all facilities which house senior citizens on a regular, semi-permanent basis.**

Other hospitals: This category includes all hospital facilities of which population is not primarily senior citizens.**

Military bases: Residential/working communities primarily for armed forces personnel. Include only those services provided on the military base.**

Other: Institutions of which inhabitants/employees/members receive direct service from the library and who may require specialized library services.**

#11 COLLECTIVE BARGAINING AGREEMENT: See Format II-A.1, Organizational Characteristics of Academic Libraries.

Employee Types: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#12 PUBLIC CATALOG: See Format II-A.1. Organizational Characteristics of Academic Libraries.

Question Reference

#13 PUBLIC CATALOG ARRANGEMENT: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#14 MACHINE-READABLE BIBLIOGRAPHIC DATA BASE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#15 REGIONAL INTERLIBRARY COOPERATION: See Format II-A.1, Organiztional Characteristics of Academic Libraries.

#16 CONSORTIA, NETWORK, AND/OR COOPERATIVE ENDEAVORS: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#17 REIMBURSED SERVICES: See Format II-A.1, Organizational Characteristics of Academic Libraries

#18 UNIQUE ACTIVITIES/RESOURCES: See Format II-A.1, Organizational Characteristics of Academic Libraries

FORMAT II-B.2

FICE CODE _____
CENSUS DATE _____
(SERVICE OUTLET _____)

ETHNIC AND AGE CHARACTERISTICS OF PUBLIC LIBRARY POPULATIONS

Population Types \ Race-Ethnic Categories	Non-Hispanic		Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	Non-resident Alien	Other	TOTAL ELIGIBLE BORROWERS
	White	Black						
PRESCHOOL								
CHILDREN								
YOUNG ADULTS								
SENIOR CITIZENS								
TOTAL								

FORMAT II-B.2

ETHNIC AND AGE CHARACTERISTICS OF PUBLIC LIBRARY POPULATIONS

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

CENSUS DATE: The year for which population or population estimates are given.**

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

PUBLIC LIBRARY POPULATION TYPES:

Age: Age is represented in the 1970 Census as the number of years from year of birth to April 1, 1970. For those whose age was not known, ages were assigned by an allocation procedure. Age was asked of 100% of the population.**

Preschool: This category is used to indicate all children under the age of five years.**

Child: All persons between and including the ages of five and thirteen years.**

Young Adult: All persons between and including the ages of fourteen and seventeen years.**

Adult: All persons between the ages of eighteen and sixty-four years.**

Senior Citizen: All persons 65 years of age or older.**

RACE-ETHNIC CATEGORIES: Individuals may be included in the racial or ethnic group to which they appear to belong, are regarded by the community as belonging, or categorize themselves as belonging. However, no person should be counted in more than one race/ethnic category. The race/ethnic categories are defined as follows:

White,Non-Hispanic: A person having origins in any of the original peoples of Europe, North America, the Middle East or the Indian subcontinent. (37)

Black, Non-Hispanic: A person having origins in any of the black racial groups. (37)

RACE-ETHNIC CATEGORIES: (continued)

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (37)

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America. (37)

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. (37)

Nonresident Alien: A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens, noncitizens who have been lawfully admitted for permanent residence and who hold form I-151, should be reported in the appropriate Civil Rights categories along with U. S. citizens. (37)

For the 1970 census the following ethnic categories were employed: white, Negro or black, all others including American Indian (tribe specified), Japanese, Chinese, Filipino, Hawaiian, Korean, and other (specified). Those not specifying a race or tribe were classified as "white." Those who specified a Caribbean or African origin were classified as "Negro or black."

ELIGIBLE BORROWER: Any person eligible to register to borrow library materials by virtue of his or her residence.**

INSTRUCTIONS: Format II-B.2 requires a headcount of the eligible borrowing population represented in the primary service area of the library. If desired, for internal purposes, Format II-B.2 may be completed separately for the geographic subareas served by each branch library and the central library. In this case, the service outlet should be identified in the space provided.

FORMAT II-B.3

LIBGIS CODE _____
FISCAL PERIOD ENDING _____
(SERVICE OUTLET _____)

EDUCATIONAL ATTAINMENT OF ADULT POPULATION -- PUBLIC LIBRARIES

	Persons 25 Years or Older / Education Completed	1970 *	19__ **
	No School Years		
ELEMENTARY SCHOOL COMPLETED	1 to 4 Years		
	5 to 7 Years		
HIGH SCHOOL COMPLETED	1 to 3 Years		
	4 or More Years		
COLLEGE COMPLETED	1 to 3 Years		
	4 or More Years		
	TOTAL		

Data Sources: *1970 Census
**More recent year (specify), from state demographers or other (specify source: _____)

FORMAT II-B.3

EDUCATIONAL ATTAINMENT OF ADULT POPULATION -- PUBLIC LIBRARIES

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

LEVEL OF SCHOOL COMPLETED: Level of school completed classifies persons 25 and over by the years of school actually completed. This includes those still attending a higher grade, those who attended but did not complete a higher grade, and those who indicated the grade as the highest completed. (For the 1970 census, this question was based on a sample of 20% of the population.) (38)

INSTRUCTIONS: Format II-B.3 requires a headcount of the adult population over 25 years of age represented in the primary service area of the library. If desired, Format II-B.3 may be completed separately for the geographic subarea served by each branch library and the central library. In this case, the service outlet should be identified in the space provided.

LIBGIS CODE _____
CENSUS DATE _____
(SERVICE OUTLET_____)

FORMAT II-B.4

OCCUPATION OF ADULT POPULATION -- PUBLIC LIBRARIES

Occupational Classification	Number of Employed Persons
Professional and Business	
White Collar Sales and Service	
Blue Collar Manual Worker	
Service and Household	
Total Employed Persons	

Data Source: 1970 Census (more current data may be available from the Bureau of Labor Statistics and the State Manpower Employment Office for selected areas and State Metropolitan Statistical Areas, SMSA's, of 250,000 persons or more).

FORMAT II-B.4

OCCUPATIONAL CLASSES OF ADULT POPULATION -- PUBLIC LIBRARIES

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

CENSUS DATE: See Format II-B.2,. Ethnic and Age Characteristics of Public Library Populations.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries

EMPLOYED PERSONS: Employed persons comprise all civilians 16 years old and over who were either (a) "at work" -- those who did any work at all as paid employees or in their own business or profession, or on their own farm, or who worked 15 hours or more as unpaid workers on a family farm or in a family business; or (b) were "with a job but not at work" -- those who did not work during the reference week but had jobs or businesses from which they were temporarily absent due to illness, bad weather, industrial dispute, vacation, or other personal reasons. Excluded from the employed are persons whose activity consisted of work around the house or volunteer work for religious, charitable, and similar organizations. (38) The following occupational classes are used:

Professional and Business Persons: Includes professionals, managers and administrators and kindred workers.

White Collar Sales and Service: Includes salesworkers.

Blue Collar Manual Workers: Includes craftsmen, operatives, laborers and farm workers.

Service and Household Workers: Includes private household and service workers.

INSTRUCTIONS: Format II-B.4 requires a headcount of the employed adult population, 16 years of age or older. If desired Format II-B.4 may be completed separately for the geographic subarea served by each branch library and the central library. In this case, primary service area should be designated as the particular geographic subarea for which data in Format II-B.4 are relevant.

III. LIBRARY RESOURCE DATA

INTRODUCTION

This section contains data which describe resources that are available to and utilized by the entire library. The categories covered in this section are:

- collection resources,
- human resources,
- financial resources, and
- facility resources.

The collection represents the basic resource of the library. Categories of measures to describe the collection include: physical description, intellectual description, relevancy, accessibility, availability and utilization. The specific formats and data items describing the collection include types of materials by format, bibliographic holdings, holdings categorized by types of user divisions for public libraries, holdings categorized by disciplines and related to credit hours taught for academic libraries, reference holdings by material type, and bibliographic holdings in reference collections.

The description of the human resources available to the library encompasses a number of considerations. Characteristics (race, sex, and age) of employees are documented for both full and part-time employees according to personnel classifications. Other ways to describe employees are the educational level attained by exempt employees, the service months employed according to personnel classifications, and the salary level of exempt employees.

Financial resources represent a major category of resources available to the total library. Specific data pertinent to this area have not been presented in this document. This is due to the fact that both academic and public libraries find themselves part of larger entities (e.g., an academic institution, a municipal government) in which library managers have limited control over financial resource decisions. Thus, only possible types of descriptive data have been included in this document.

Facilities resources encompass two types of descriptive data -- descriptions of facilities and of library equipment. Included data describing library facilities are assignable square feet according to room use categories for the library, seating and shelving capacities, and a general description of the buildings of the library. The description of the library equipment consists of an extensive inventory of equipment owned or rented by the library, including whether equipment use is internal to the library or available for circulation.

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III-A INFORMATION ABOUT COLLECTION RESOURCES

FICE/LIBGIS CODE _____
FISCAL PERIOD ENDING _____
(SERVICE OUTLET _____)

FORMAT III-A.1

HOLDINGS BY MATERIAL TYPES
(Physical Units)

MATERIAL TYPE	NUMBER OF PHYSICAL UNITS	*SUBTOTALS*
PRINT MATERIALS (HARDCOPY) *(Excluding government documents held in separate collection)*		
Books		
Bound Periodicals		
Unbound Periodicals & Newspapers		
Other Print		
PRINTED GOVERNMENT DOCUMENTS *(Held in separate collections)*		
Books		
Bound Periodicals		
Unbound Periodicals & Newspapers		
Other Materials		
PRINT ON MICROFORM		
Microfiche, Microfilm Cards		
Microfilm Reels		
Ultrafiche		
Other Microforms		
AUDIORECORDINGS		
Audiocards		
Audiodiscs		
Audiotapes		
Audiopages		
Other Audiorecordings		
COMPUTER MATERIALS		
Computer Printouts		
Magnetic Storage		
Other Computer Materials		
ELECTRONIC DISPLAY MATERIALS		
Videotapes		
Videodiscs		
Other Elec. Display Mat'ls		
PROJECTED & MAGNIFIED MATERIALS		
Filmstrip (reels)		
Motion Picture Films (reels)		
Slides		
Other Projected & Mag. Mat'ls		
OTHER MATERIALS		
Pictorial Representations		
Three-dimensional Materials		
Kits		
Braille Materials		
Other Library Holdings		

FORMAT III-A.1

HOLDINGS BY MATERIAL TYPES

DEFINITIONS

PHYSICAL UNIT: A single unit holding of the library distinguished from other single units by a separate binding, encasement, or other clear distinction. Each item of microfiche, microfilm, microcard, slide, overhead transparency and similarly distinct holding should be counted as "one."**

PRINT MATERIALS: Materials available for use by the library patron in the traditional form of text in pen and ink or in similar substance on paper. Included in this category are books, periodicals, pamphlets, manuscripts and clippings.** For purposes of reporting, government documents held in separate collections should not be included in this category. Included in this category are:

Book: A unit of publication, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered. Bound volumes of periodicals and newspapers are not considered books. (7) For some purposes, it may be appropriate to refine this category into subcategories of:

Paperback Book: An inexpensive book which is bound in paper covers. (20)**

Large Print Book: A copy or edition of a book (often printed on paper of extra size).

Oversized Book: A book which, because of its larger format, cannot stand on the regular shelves of a library. (20) For reporting purposes, exclude Large Print Books which are oversized.

Other Book: Any books not listed and defined above.**

Periodical: A periodical is a publication constituting a continuous series under the same title published at regular or irregular intervals over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Publications appearing annually or less frequently are included in this definition. (7,10)** Newspapers disseminating general news, and the proceedings, papers and other publications of corporate bodies primarily related to their meetings are not included in this term. (40) Divisions of this category are:

PRINT MATERIALS (continued)

Bound Periodical: Issues of a periodical usually constituting the whole or a consecutive part of a definite publishing period, affixed together with an adhesive with or without stitching, and usually encased in a protective cover with identifying marking added to the spine, and sometimes also to the front of the cover. (1)

Unbound Periodical: Individual issues of a volume of a periodical not attached by binding. (1)

Newspaper: A serial publication issued at stated and frequent intervals (usually daily or weekly) which reports events and discusses topics of current interest, and is usually a "primary source" of information to its readers. (7)*

Other Print Materials: Any other physical units of any type-written, handwritten, mimeographed or printed work contained in one binding or portfolio, handbound or paperbound which is available for use by the library clientele. (7,11,13,14)** Where appropriate, this category may be refined to reflect the following categories:

Manuscript: The handwritten or typewritten copy of an author's work before it is printed. (20)**

Score: The written or printed form of a musical work in which the music for participating voice and/or instruments appears on two or more staves, one above the other. (20)

Vertical File Materials: Those items such as pamphlets and clippings, which, because of their shape and often ephemeral nature are filed vertically in drawers for ready reference. (7)**

Pamphlet (not in vertical files): An independent publication consisting of a few leaves of printed material fastened together, but not bound. Usually enclosed in paper covers. (7)

Other Print Materials: Any materials in print not listed and defined above.**

PRINTED GOVERNMENT DOCUMENT: Any publication in book or serial form bearing a government imprint, e.g., the publications of federal, state, local, and foreign governments and of world organizations such as United National European Common Market, etc. (14) For reporting purposes, include only those printed government documents which are held in a separate collection. Exclude government documents in microform, pictorial representation, and non-print format. Maps with a government imprint should be categorized as pictorial representations and excluded from this category. See Print Materials for definitions of Books, Bound Periodicals, Unbound Periodicals, Newspapers, and Other Print Materials.

PRINT ON MICROFORM: Any materials, film or paper, printed or photographic, containing microimages which are units of information, such as a page of text or drawing, too small to be read without magnification. Includes computer output microfilm. (3)

Microfiche or Microfilm Card: A sheet of microfilm containing multiple microimages in a grid pattern or inserted in an aperture card. It usually contains a title which can be read without magnification. This category does not include ultramicrofiche. (21)**

Microfilm: A fine-grain, high resolution film containing an image greatly reduced in size from the original. (3)*

Ultrafiche: Any microfiche with images reduced more than 90 times of the original size. (Also called Ultramicrofiche.) (3)

Other Microform Materials: Any microform materials not listed and defined above. (3)

AUDIORECORDING: Material on which sounds (only) are stored and can be reproduced (played back) mechanically and/or electronically. (3) Included are:

Audiocard: A thin card with a strip of 1/4 inch audiotape across the bottom of its width (usually 12 inches or less). The sounds recorded on tape are usually 10 seconds or less in length. Space is provided above the audiotape for pictures or words. (3)

Audiodisc: A disc, usually of vinyl, in which is impressed a continuous fine spiral groove. As the audiodisc revolves, it causes a stylus to vibrate and produce
are converted to sound. (Also called Phonograph Record, Phonodisc, Sound Recording, Phonorecord and variants of these terms.) (3)

AUDIORECORDINGS: (continued)

Audiotape: A strip of magnetic tape on one side of which electrical signals are recorded which can be converted to reproduce sound. While audiotape ranges in size from 150 mils to 1 inch, the most common size in instructional applications is 150 mils (in cassettes) and 1/4 inch (reels). This category includes audiotape reels, cassettes and cartridges. (3)

Audiopage: A specially prepared page or sheet backed with magnetic oxide (similar to that on audiotape) containing an audiorecording. An audiopage requires special playback equipment and is not the same as an Audiocard. (3)

Other Audiorecordings: Any audiorecordings not listed and defined above, including dictation/transcription belts which make up the library's collection. (3)

COMPUTER MATERIALS: Those materials intended for use with the computer, either as input or output, which have data recorded on them in some form. Does not include computer output microfilm. (3)

Computer Printout: The printed output of a computer usually on a continuous sheet of paper. Specifically designed forms for printing information with a computer printer are also recorded here. (3)

Magnetic Storage: Data stored on magnetic tape, disc, cassette or other magnetic data storage medium. Each physical piece should be counted as one. **

Other Computer Materials: Any recorded computer materials not listed and defined above, including card decks. **

ELECTRONIC DISPLAY MATERIALS: The materials on which signals are recorded for use through electronic display on a cathode ray tube, usually television. The recorded signal is for reproduction of pictures, usually accompanied by sound. Does not include recorded materials for computer output on a cathode ray tube. (3)

Videotape: A magnetic tape on which video and audio signals are recorded for television use. The tape varies from 1/2 to 2 inches in width and from 0.5 to 1.5 mills in thickness. The most common sizes for instructional use are 1/2, 3/4, and 1 inch wide. Videotape may be on an open reel or in a cartridge or cassette. (3)

Videodisc: A disc on which are recorded video and/or audio signals for television use. A videodisc requires a videoplayer compatible with the videodisc. (3)

Other Recorded Electronic Display Materials: Any recorded materials for electronic display not listed and defined above. (3)

PROJECTED AND MAGNIFIED MATERIALS: Recorded visual materials which are intended to be enlarged, magnified, or projected for use. Some of the materials are accompanied by sound. (3)

Filmstrip: A length of film that presents a sequence of related still pictures for projection one at a time. Most filmstrips are on 35 mm film but some are 16 mm or smaller. A filmstrip is single-frame if the horizontal axis of the pictures is perpendicular to the sprocket holes; it is double-frame if the horizontal axis of the pictures is parallel to the sprocket holes. It may or may not have provision for sound accompaniment. Includes sound filmstrips (also called strip-film). (3)

Motion Picture Film: A flexible, usually transparent material with or without a magnetic or optical sound track, bearing a sequence of images which create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Common film sizes in use are 16 mm, 8 mm, and single/super 8 mm. (3)*

Slide: A transparent image on film or glass (usually photographic) intended for use with a slide projector or microscope. May be accompanied by audiotape or cassette. (3)**

Other Projected and Magnified Materials: Any other projected and magnified materials not listed and defined above. This may include holograms, overhead transparencies, and stereographs.**

PICTORIAL REPRESENTATIONS: The two-dimensional materials with pictorial information which do not require special equipment or magnification for use. (3)** Where applicable, this category may be refined to specify:

Chart: An opaque sheet exhibiting information in graphic or tabular form, or by use of contours, shapes or figures. Does not include navigational charts which are classified with maps.(3)

Map: A representation, usually on a flat surface, of the earth or the heavens. (3)

Picture: A representation made on opaque material by drawing, painting, photography or other graphic art techniques. (3) Included in this category are art prints, study prints and photographs.

Other Pictorial Representations: Any pictorial materials not included above.

THREE-DIMENSIONAL MATERIALS: Those materials which are most easily classified in terms of their three-dimensional aspects. (3) Included in this category are dioramas, exhibits, games, globes, mock-ups, models, realia, simulation materials and educational toys.

KIT: A collection of materials in more than one medium that are subject related and intended for use as an instructional unit. Exclude sound filmstrips, slide/audiotapes and similar items unless they are accompanied by other materials. (3)

BRAILLE MATERIALS: Library materials for the visually handicapped using a system of embossed prints. (7)

OTHER LIBRARY COLLECTION MATERIALS: Any unit of material held in the library collection which is not listed and defined above.

INSTRUCTIONS: Format III-A.1 requires a physical count of the library collection. Each physical unit held in the library's collection should be counted only once. Classification of each unit is primarily dependent upon the format of the physical unit. If desired, Format III-A.1 may be completed separately for each service outlet. In this case, the service outlet should be identified in the space provided. As appropriate, categories may be refined to reflect manuscripts, vertical file materials and so forth. Suggested refinements appear in some of the above defined material types.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING _____
(SERVICE OUTLET _____)

FORMAT III-A.2

BIBLIOGRAPHIC HOLDINGS BY COLLECTION CATEGORIES --
PRINT MATERIALS AND PRINT ON MICROFORM

CATEGORIES OF PRINT AND PRINT FACSIMILE MATERIALS	NUMBER OF TITLES
Books and Bookstock	
Periodicals	
Newspapers	
Other Print and Print Facsimile	

Number of periodical titles currently received on subscription_____

Number of newspaper titles currently received on subscription_____

FORMAT III-A.2

BIBLIOGRAPHIC HOLDINGS BY COLLECTION CATEGORIES --
PRINT MATERIALS AND PRINT ON MICROFORM

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

TITLE: For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials such as print on microforms. Estimation procedures are specified in the HEGIS and LIBGIS reports. (11,13,14)**

PRINT AND PRINT FACSIMILE MATERIALS: Materials which originate from the traditional form of text in ink or in similar substance on paper. Included in this category are books, periodicals, newspapers. Also included are printed materials which have been reproduced on microform. Other mediums such as audiovisual materials, kits, maps and three-dimensional materials are excluded. ** Categories included are:

Books and Bookstock: The library's collection(s) of books and other printed materials that are interfiled with, or that may be interfiled with, books. For example, a government document or a yearbook that may be cataloged as a book and shelved with books, is to be reported as bookstock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers series, etc. that can be cataloged in the same manner as books should be reported as bookstock. (7)** A unit of publication, on microform, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets or signatures which would if in print, be bound together should also be included. This category does not include periodicals and newspapers.**

PRINT OR PRINT FACSIMILE MATERIALS (continued)

Periodical: See Format III-A.1, Holdings by Material Types.

Newspaper: See Format III-A.1, Holdings by Material Types.

Other Print and Print Facsimile: Include here any library holdings in printed format (hard copy) or on microform not listed or defined in the above definitions.**

SUBSCRIPTION: An arrangement by which an organization, publisher, or an agent provides the library with copies of a periodical as issued. Only titles should be counted (exclude duplicate subscriptions). (7)** Include only those subscriptions currently received by the library.

INSTRUCTIONS: Format III-A.2 is exclusively limited to, and inclusive of, print and microform materials held by the library. Titles should be counted only once (exclude duplicate copies or subscriptions.) If desired, Format III-A.2 can be used on a service outlet basis (e.g., to determine the holdings at individual branches). In this case, the service outlet should be identified in the space provided. Format III-A.2 should then be completed for each service outlet, including the Central Library.

LIBGIS CODE _____
FISCAL PERIOD ENDING _____
CENSUS DATE _____
(SERVICE OUTLET _____)

FORMAT III-A.3

HOLDINGS BY USER DIVISIONS -- PUBLIC LIBRARIES

USER DIVISION	Number of Volumes of Books and Bookstock		Number of Persons in Primary Service Area Fitting Age Criteria for this Division
	Fiction	Nonfiction	
Adult Services			*
Young Adult Services			*
Children's Services			*

*Data Source: 1970 Census; Format II-B.2.

Number of periodical titles received on subscription:

Adult Services: _____

Young Adult Services: _____

Children's Services: _____

FORMAT III-A.3

HOLDINGS BY USER DIVISIONS -- PUBLIC LIBRARIES

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

PRIMARY SERVICE AREA: See Format II-B.1, Organizational Characteristics of Public Libraries

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

CENSUS DATE: See Format II-B.2, Ethnic and Age Characteristics of Public Library Populations

USER DIVISION: Collections and related services specifically established for a subset of the library's clientele. These may be based either upon subject interests or age groupings.** The following user divisions are based on age groupings:

Adult Services: The collection and related services established for adult clientele, typically over the age of 17.**

Young Adult Services: The collection and related services established especially for persons between and including the ages of 14 and 17 years.**

Children's Services: The collection and related services established especially for persons under the age of 14.**

BOOKS AND BOOKSTOCK: See Format III-A.2, Bibliographic Holdings by Collection Categories.

Fiction: Narrative prose literature, with events, characters, and scenes wholly or partly the product of the imagination, as novels and short stories. (20)**

Nonfiction: Books other than novels and stories for children. (20)**

VOLUME: For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified and made ready for use. (7,11,13,14)

PERIODICAL: See Format III-A.1, Holdings by Material Types

TITLE: See Format III-A.2, Bibliographic Holdings by Collection Categories.

SUBSCRIPTION: See Format III-A.2, Bibliographic Holdings by Collection Categories.

INSTRUCTIONS: FORMAT III-A.3 requires a volume count of the collection. Where young adult and children's collections are not separated, enter volume count for combined young adult and children's collection under children's services. Indicate in Format III-A.3 the approximate size of population (headcount) for which these divisional services are intended. These should conform to combined figures given in Table II-B.2. If desired, Format III-A.3 may be completed separately for each service outlet. In this case, the service outlet should be identified in the space provided.

FICE CODE _____
CENSUS DATE _____
FISCAL PERIOD ENDING _____

FORMAT III-A.4

SEMESTER CREDIT HOURS TAUGHT AND COLLECTION CATEGORIES BY ACADEMIC PROGRAMS --
ACADEMIC LIBRARIES

ACADEMIC PROGRAMS	Semester Credit Hours Taught	NUMBER OF TITLES BY COLLECTION CATEGORIES			
		Print and Print Facsimile Materials			Nonprint Materials
		Books and Bookstock	Periodicals	Other Print and Print Facsimile	
DISCIPLINE Lower Division Upper Division Grad. Division TOTAL					
DISCIPLINE Lower Division Upper Division Grad. Division TOTAL					
DISCIPLINE Lower Division Upper Division Grad. Division TOTAL					

85

FORMAT III-A.4

SEMESTER CREDIT HOURS TAUGHT AND COLLECTION CATEGORIES BY ACADEMIC PROGRAMS -- ACADEMIC LIBRARIES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

CENSUS DATE: See Format II-A.2, Population Characteristics of Academic Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SEMESTER CREDIT HOURS TAUGHT: A unit of measure that represents one student engaged in an instructional activity for a semester for for which one credit or fraction thereof is granted upon completion of the activity. The instructional activity may or may not provide credit toward a degree/diploma/certificate upon completion. Semester credit hours should be reported as of the institutional census date for each term included in the fiscal year. Quarter credit hours should be converted to semester credit hours by multiplying the total credit hours by .667. (37)**

TITLE; See Format III-A.2, Bibliographic Holdings by Collection Categories.

PRINT AND PRINT FACSIMILE MATERIALS: See Format III-A.2, Bibliographic Holdings by Collection Categories.

NONPRINT MATERIALS: Materials which do not meet the definition of print or print facsimile, and which are not textual in nature. Some require special equipment in order to be seen and/or heard (including motion pictures, audio-recordings, filmstrips, slides and overhead transparencies). Others do not require the use of special equipment in order to be seen and/or heard (for example, flat pictures, study prints, maps, charts and games). Nonprint materials not formally held by the library should not be included. Audiorecordings, computer materials, electronic display materials, projected and magnified materials, pictorial materials, three-dimensional materials and kits are all considered nonprint materials. Exclude from this category are print on microform which should be categoriezed as print facsimile.**

DISCIPLINE: See Format II-A.2, Population Characteristics of Academic Libraries.

COURSE LEVELS:

Lower Division: Course offerings at a level of comprehension usually associated with freshmen and sophomore students. (37)

Upper Division: Course offerings at a level of comprehension usually associated with junior and senior students. Jointly offered upper division/graduate courses should be classified as upper division. (37)

Graduate Division: Course offerings at a level of comprehension usually associated with postbaccalaureate students. (37)

INSTRUCTIONS: Format III-A.4 is intended to compare academic programs with the collection held by the academic library. For this reason, it is strongly recommended that the categories selected for collection description correspond to the HEGIS taxonomy (see Appendix B). At this time, NCHEMS suggests the cross-over matrix developed by Webb, Qureshi, Sprague, Feagler, and Geiger ("A HEGIS to Dewey/Library of Congress Cross-Over Matrix" Analyzing Library Collections by Academic Discipline, The Library Formula Budgeting Subcommittee of the Colorado Association of Public Colleges and University Presidents, January 1977).

DEVELOPMENTAL

FICE/LIBGIS CODE _____
FISCAL PERIOD ENDING _____

FORMAT III-A.5

REFERENCE HOLDINGS BY MATERIAL TYPES
(PHYSICAL UNITS)

Material Type / Service Point (*specify*)	Number of Physical Units in Central Library				Number of Physical Units in Branch Libraries				Total Physical Unit in Reference Collections by Material Type (*row totals*)
PRINT MATERIALS									
Books & Bookstocks									
Periodicals									
Vertical File Mat'ls									
Other Print Mat'ls									
PRINT ON MICROFORM									
OTHER MATERIALS									

FORMAT III-A.5

REFERENCE HOLDINGS BY MATERIAL TYPES (PHYSICAL UNITS)

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE POINT: A specific location within a service outlet, at which a particular service or set of services are provided to the library's clientele. Typically, service points are staffed with library personnel responsible for the delivery of this service or set of services to the patron. Examples of service points are circulation desks, information desks, and reference desks.**

REFERENCE COLLECTION: A collection of books and other materials in a library useful for supplying information, kept together for convenience and generally not allowed to circulate.

PHYSICAL UNIT: See Format III-A.1, Holdings by Material Type.

MATERIAL TYPES: See Format III-A.1, Holdings by Material Type.

INSTRUCTIONS: Format III-A.5 requires a physical count of the reference collections held within the library. Each unit in the reference collection should only be considered in only one material category, and at only one service point. It should be noted that the size of reference collections is often dictated by local policy and space available; for this reason, comparison of these data between institutions may be misleading.

DEVELOPMENTAL

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-A.6

BIBLIOGRAPHIC HOLDINGS IN REFERENCE COLLECTIONS

Reference Collection Categories / Service Points (*specify*)	Number of Titles in Central Library				Number of Titles in Branch Libraries				Number of Titles Held by Library *(Exclude duplicate titles held at more than one service point.)*
PUBLISHERS AND BOOK TRADE LISTS									
INDEXES AND ABSTRACTS									
BIBLIOGRAPHIES									
CATALOGS									
FACT-FINDING SOURCES									
OTHER REFERENCE COLLECTION MATERIALS									

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FORMAT III-A.6

BIBLIOGRAPHIC HOLDINGS IN REFERENCE COLLECTIONS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B., Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

SERVICE POINTS: See Format III-A.5, Reference Holdings by Material Types.

TITLES: See Format III-A.2, Bibliographic Holdings by Collection Categories.

REFERENCE COLLECTION: See Format III-A.5, Reference Holdings by Material Types. Reference collection categories are:

Publisher's and Book Trade List: A publication issued by publishers, bookdealers, individually or collectively, describing their publications, and sometimes including a price list. This category includes book trade catalogs, monthly catalogs from the superintendent of documents, and so forth.**

Index: An array of references (in any medium or format) to topics, names or titles in books and periodicals, or to reports, patents and other nonbook materials. (7)**

Abstracts: Factual summaries giving significant content of units of publication (e.g., scientific or scholarly papers, technical reports, patents). As a reference collection category, abstracts typically contain summaries of several works concerning a particular subject or area of learning, and accompany citations referring to the original publications.(7)**

Bibliography: A list of references to library materials organized for a particular use or relating to a particular subject. (7)

REFERENCE COLLECTION CATEGORIES: (continued)

Catalog: A list of books, maps, etc. arranged according to some definite plan. As distinguished from a bibliography, it is a list which records, describes, and indexes the resources of a collection, a library or a group of libraries. (40) This category excludes the Public Catalog of the library used by the library's clientele to locate materials in the library.

Fact-Finding Sources: This category includes those reference collection materials which are most often used to locate a particular fact or set of facts about a particular topic. This category includes (although not exclusively) almanacs, encyclopedias, dictionaries, and statistical and mathematical tables.**

Other Reference Collection Materials: This category includes other materials not listed or defined in the above categories. Included within this category are college and university announcements, atlases, and telephone books.**

INSTRUCTIONS: Format III-A.6 requires a title count of the reference collection. Reference collection categories apply equally to books, periodicals and other print or nonprint materials. Titles should be counted only in one collection category, but may appear at several service points. The number of titles held by the library (last column) should reflect a single count (i.e., exclude duplicate titles held at more than one service point). Therefore, figures in this column may not be the sum of the row in which it appears. It should be noted that the reference collection holdings are often dictated by local policy and space available; for this reason, comparison of these data between institutions may be misleading.

III-B. INFORMATION ABOUT HUMAN RESOURCES

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-B.1

CHARACTERISTICS OF FULL-TIME PERSONNEL
(HEAD COUNT)

		EXEMPT EMPLOYEES			NONEXEMPT EMPLOYEES			
		Executive/ Adminis./ Managerial	Instruct'l/ Research	Specialist/ Librarian	Technical	Office/ Clerical	Service	Total
SEX	Male							
	Female							
RACE-ETHNIC CATEGORIES	Hispanic							
	Black, Non-Hispanic							
	White, Non-Hispanic							
	Amer. Indian or Alaskan Native							
	Asian or Pacific Islander							
	Non-Resident Alien							
	Unknown							
AGE	Under 18 Years							
	18-20 Years							
	21-24 Years							
	25-34 Years							
	35-44 Years							
	45-54 Years							
	55-64 Years							
	65 Years And Over							
	Unknown							
	TOTAL FULL-TIME PERSONNEL							

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-B.2

CHARACTERISTICS OF PART-TIME PERSONNEL
(HEAD COUNT)

		EXEMPT EMPLOYEES			NONEXEMPT EMPLOYEES			
		Executive/ Adminis./ Managerial	Instruct'l/ Research	Specialist/ Librarian	Technical	Office/ Clerical	Service	Total
SEX	Male							
	Female							
RACE-ETHNIC CATEGORIES	Hispanic							
	Black, Non-Hispanic							
	White, Non-Hispanic							
	Amer. Indian or Alaskan Native							
	Asian or Pacific Islander							
	Non-Resident Alien							
	Unknown							
AGE	Under 18 Years							
	18-20 Years							
	21-24 Years							
	25-34 Years							
	35-44 Years							
	45-54 Years							
	55-64 Years							
	65 Years And Over							
	Unknown							
	TOTAL PART-TIME PERSONNEL							

FORMAT III-B.1

CHARACTERISTICS OF FULL-TIME PERSONNEL
(HEAD COUNT)

and

FORMAT III-B.2

CHARACTERISTICS OF PART-TIME PERSONNEL
(HEAD COUNT)

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B., Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

EMPLOYMENT STATUS: See Format II-A.2, Population Characteristics of Academic Libraries.

EXEMPT EMPLOYEES: See Format II-A.1, Organizational Characteristics of Academic Libraries. Categories of exempt employees are:

Executive/Administrative/Managerial: This classification includes employees who exercise primary responsibility for the management of the institution, or of a customarily recognized department or subdivision thereof, and who devote no more than 20 percent of their work week to Fair Labor Standards Act (FLSA) nonexempt work. Assignments may require the performance of work directly related to management policies or general business operations of the library or the performance of functions in the administration of a department or subdivision thereof. This category conventionally will

EXEMPT EMPLOYEES: (continued)

include employees with such job titles as controller, dean, director, assistant dean, assistant director, coordinator. It may not include the head, chairman, or other administrative assignee within a department or similar unit unless such person is primarily an administrator exercising specific administrative authority while other activities are secondary. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. (33)**

Instructional/Research: Individuals employed for the primary purposes of performing instruction and research activities. Typically includes only exempt employees (although in some, primarily proprietary, institutions they may be nonexempt). Instructional/Research professional include the exempt research staff. Where instruction and research activities account for less than 50% of the individual's assignment, the individual is more appropriately classified elsewhere. (33)**

Specialist/Librarian: Employees given assignments requiring knowledge of an advanced type in a field of science or learning or original and creative work in an artistic field, and no more than 20 percent of the work week is devoted to FLSA nonexempt work. This category includes such employees as attorneys, librarians, accountants, systems analysts, and so forth, but excludes individuals who have executive or managerial (supervisory) responsibilities. This category has a number of features in common with the previous two classifications of Executive/ Administrative/Managerial and Instructional/Research. Persons in these three categories conventionally are drawn from the same or similar education, training, experience, and vocational backgrounds. Typically, there are some inter-category mobility among these three categories, and all three (typically) are in the Fair Labor Standards Act exempt category. Such employees are distinguished from Instructional/Research and Executive/ Administrative/Managerial Employees in that their primary activity is practice in their particular field rather than either administration, instruction, or research. For example, a reference librarian would be a specialist/support employee, whereas the head of the library would be an administrator and an individual whose primary responsibility was teaching library science courses would be an Instructional/Research employee. (33)**

EXEMPT EMPLOYEES: (continued)

The division of specialist/support professional categories to professional librarian, media professional and other professional is an optional refinement. In practice, such a distinction is worthwhile when assessing media operations against other library services.

Librarian: An exempt employee who has met the requirements for employment by a given state for the classificaiton of certified librarian, and who typically is employed in library science functions, such as cataloging, reference, etc.(7)**

Media Professional: An exempt employee who has been trained in educational media and its utilization and is professionally recognized as a media specialist or media generalist, and who typically is employed in media related library services, such as production, processing media and organizing of media holdings.**

Other Professional: An exempt employee who, though not a librarian and media professional, is in a position normally requiring at least a bachelor's degree (e.g., curators, archivists, computer specialists, information and system specialists, subject bibliographers, subject specialists. (14)*

NONEXEMPT EMPLOYEES: See Format II-A.1, Organizational Characteristics of Academic Libraries.

Technical: Individuals employed for the primary purpose of performing technical activities (that is, activities pertaining to the mechanical or industrial arts or the applied sciences).

This category includes only nonexempt employees. Such employees typically exercise specialized knowledge and skills of the type that normally are acquired in postsecondary educational programs that do not lead to a bachelor's degree but do lead to a recognition of completion of a planned and sequential program. Such technical staff may be computer operators, photographers, position classification specialists, library technicians, engineering technologists, and so forth. While these skills normally are acquired in formal postsecondary educational programs, incumbents may have acquired them through experience also. (33)**

NONEXEMPT EMPLOYEES: (continued)

Library technical staff can further be refined to the following:

Library Technician: Skilled nonexempt employees who by virtue of training or education (such as an A.A. in library technical services) perform technical tasks such as preliminary bibliographic searching or utilization of certain mechanical equipment within the library.**

Media Technician: Skilled nonexempt employee who by virtue of training or educationperforms technical tasks associated with media, such as graphics production and display, information and materials processing, photographic production, operation and maintenance of audiovisual equipment, television equipment, and a technical and/or systems components. (15)**

Other Technician: Other skilled nonexempt employees of the library such as computer operators, bookkeepers, etc.**

Office/Clerical: Individuals employeed for the primary purpose of performing clerical activities. This category includes only non-exempt employees. (33)**

Office/Clerical employees can be classed as:

Secretarial/Clerical: Nonexempt employees normally performing activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications. (28)**

Page: A nonexempt employee normally conducting either clerical or support tasks such as reshelving, card production, etc. and who typically receive a wage.**

Service: Individuals employed for the primary purpose of performing service (often unskilled) activities. Includes such employees as custodians, groundskeepers, security guards, food service workers, and so forth. Includes only nonexempt employees. (33)**

SEX

Female

Male

RACE-ETHNIC CATEGORIES: See Format II-B.2, Ethnic and Age Characteristics of Public Library Populations

AGE: Chronological age of an individual at the time of census:

Under 18
18-20 Years
21-24 Years
25-34 Years
35-44 Years
45-54 Years
55-64 Years
65 Years and Over
Unknown

INSTRUCTIONS: All data should be collected at a single point in time. Each employee should be counted once, and only once, on the basis of primary assignment. Employees should not be prorated across employee categories.

Include in Format III-B.1 only those persons who are employed by the library on a full-time basis. That is, those individuals available for full-time assignment or those designated as full-time in an official contract, appointment, or agreement. Individuals on sabbatical should be included as full time if that was the status of their employment prior to sabbatical.

Include in Format III-B.2 only those persons who are employed by the libray on a part-time basis. That is, individuals who are available for less than full-time assignment and who are designated as part time in official contract, appointment, or agreement.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-B.3

EDUCATIONAL ATTAINMENT OF EXEMPT EMPLOYEES
(HEAD COUNT)

Exempt Employee / Highest Degree Earned	Executive/ Administrative/ Managerial	Instructional Research	Specialist/ Librarian	TOTAL
Certificates and Diplomas				
Associate Degree				
Bachelor's Degree				
First Professional Degree Only				
Master's Degree				
Information/Library Science Only				
Media/Educational Technology Only				
Two or More Master's (or Masters & first professional degree)				
Other Masters				
Doctoral Degree				
Other				

FORMAT III-B.3

EDUCATIONAL ATTAINMENT OF EXEMPT EMPLOYEES
(HEAD COUNT)

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

EXEMPT EMPLOYEE CATEGORIES: See Format III-B.1, Characteristics of Full-Time Personnel

HIGHEST DEGREE EARNED: For definitions of Degree/Diploma/Certificates see Format II-A.1, Organizational Characteristics of Academic Libraries (under Highest Degree Offered).

INSTRUCTION: All data should be collected at a single point in time. Exempt employees should be counted once and only once in Format III-B.3 Degrees in progress should not be included. Both full-time and part-time employees should be included.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT III-B.4

SERVICE MONTHS BY PERSONNEL CATEGORY

Personnel Categories / Service Months	Service Months of Exempt Employees			Service Months of Nonexempt Employees		
	Executive/ Adminis./ Managerial	Instruct'l/ Research	Specialist/ Librarian	Technical	Office/ Clerical	Service
Service Months of Full-time Employees						
Service Months of Part-time Employees						
Total Service Months						

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FORMAT III-B.4

SERVICE MONTHS BY PERSONNEL CATEGORY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

PERSONNEL CATEGORIES: See Format III-B.1, Characteristics of Full-Time Personnel and Format III-B.2, Educational Attainment.

SERVICE MONTHS: The equivalent of one individual working full-time for the period of one month. Service months are calculated by multipying the percent workload (relative full-timeness) by the number of months of the individual's appointment. As examples, an individual employed half-time for six months would be equivalent of (.5 x 6) = 3 service months of manpower resources. An individual employed full-time for nine months would be the equivalent of (1.0 x 9) = 9 service months of resource, and so forth. (33)

EMPLOYMENT STATUS: See Format II-A.2, Population Characteristics of Academic Libraries.

INSTRUCTIONS: In many cases, personnel resource are calculated in terms of full-time equivalent (FTE). The widely differing definition of FTE from institution to institution limits the comparability of this measure of personnel resources. In some cases, an employee is considered full time if employed for nine months; in other cases a twelve-month appointment is considered full time. To overcome this limitation, service months as defined above is suggested as the preferable measure of manpower resource.

Service months should be calculated for all personnel resources, and should cover the entire fiscal period as indicated in Format III-B.4. Service months of an individual employee should not be prorated across personnel categories. Primary responsibilities define in which personnel category an employee is considered.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-B.5

SALARY LEVELS OF EXEMPT PERSONNEL
(FULL-TIME ONLY)

Salary Levels \ Exempt Personnel	Exempt Headcount: Executive/ Adminis./ Managerial	Instructional/ Research	Specialist/ Librarian
Below $7,500			
$7,500 to $9,999			
$10,000 to $12,999			
$13,000 to $15,999			
$16,000 to $18,999			
$19,000 to $24,999			
$25,000 to $29,999			
$30,000 and above			
TOTALS			

FORMAT III-B.5

SALARY LEVELS OF EXEMPT PERSONNEL

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of of Public Libraries

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

EXEMPT PERSONNEL CATEGORIES: See Format III-B.1, Characteristics of Full-Time Personnel and Format III-B.2, Characteristics of Part-Time Personnel.

SALARY LEVELS: Salary levels are determined on an individual basis, and are the total salaries and wages (before any deductions) paid to the individual. Salary level should represent the gross salary but should exclude all fringe benefits paid by the employing library or institution.

Below $7,500

$7,500 to $9,999

$10,000 to $12,999

$13,000 to $15,999

$16,000 to $18,999

$19,000 to $24,999

$25,000 to $29,999

$30,000 and above.

INSTRUCTION: Exempt full-time employees only should be counted once and only once in Format III-B.5.

FORMAT III-C FINANCIAL

FINANCIAL RESOURCES

The area of financial resources of the library is difficult to treat in this data base. Clearly the library has financial resources which support its activities. However, from the practical perspective, academic and public library managers have limited control over financial resource decisions since these libraries are part of larger entities, e.g., a municipal government, an academic institution. For that reason, no specific formats and data items have been developed in this area.

Nonetheless, several types of data may be desirable to be maintained by the library manager based on his or her individual situation. These are:

- a statement of assets and liabilities of the library based on primary sources,
- a description of unique endowments, gifts, or grants to the library, and
- a description of the long-term debt directly attributable to the library.

III-D.1 INFORMATION ABOUT FACILITY RESOURCES

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-D.1

GENERAL FACILITY CHARACTERISTICS

Building Name	Year of Construction	Condition Code	Estimated Replacement Cost (in dollars)	Assignable Area (in Square Feet)	Gross Area (in Square Feet)

FORMAT III-D.1

GENERAL FACILITY CHARACTERISTICS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

BUILDING NAME: The name designated for a building. (34)

YEAR OF CONSTRUCTION: The calendar year in which the original building was completed regardless of any later date of occupancy, as in the case of leased or rental buildings.(34)

CONDITION CODE: The physical status and quality of the building at the time of inventory, based on the best judgment of those responsible, e.g., library manager, city planner, campus architect, etc. (31) The building condition code has the following categories:

1. Satisfactory. Suitable for continued use with normal maintenance. (34)

2. Remodeling - A. Requires restoration to present acceptable standards without major room use changes, alterations, or modernization. The approximate cost of "Remodeling - A" is not greater than 25% of the estimated replacement cost of the building.(34)

3. Remodeling - B. Requires major updating and/or modernization of the building. The approximate cost of "Remodeling - B" is greater than 25%, but not greater than 50% of the estimated replacement cost of the building. (34)

4. Remodeling - C. Requires major remodeling of the building. The approximate cost of "Remodeling - C" is greater than 50% of the replacement cost of the building. (34)

5. Demolition. Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If the building is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition. (34)

CONDITION CODE: (continued)

6. Termination. Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination," regardless of its condition. (34)

ESTIMATED REPLACEMENT COST: The estimated cost to replace the building at the time of inventory. This should also include the replacement cost of fixed equipment within the building. (34)

ASSIGNABLE AREA: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces defined as custodial, circulation, mechanical, and structural areas). All assignable areas should be computed by measuring from the inside finishes of surfaces which form the boundaries of the designated areas. Do not include unusable areas having less than 6'6" clear head room. Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, bookstacks, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, garages), which can be put to useful purposes in accomplishment of the institution's mission. Deductions should not be made for columns and projections necessary to the building. (34)**

GROSS AREA: The sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measured in terms of gross square feet (GSF). In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes. Exclude open courts and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height. (34)

INSTRUCTIONS: Each facility which is employed by the library should be considered separately in Format III-D.1. Additions to a facility should be included as part of the facility, and not separately. Therefore, the year of construction should be the year in which the original, or core, facility was built, and not the time in which the building was expanded or remodeled. Estimated replacement cost can typically be determined from insurance figures.

FICE/LIBGIS CODE _____
INVENTORY DATE _____
SERVICE OUTLET _____

FORMAT III-D.2

ASSIGNABLE SQUARE FEET FOR ROOM USE CATEGORIES

	Room Use Categories	Assignable Area (in square feet)
	Classroom & Laboratory Facilities (100)	
	Office Facilities (300)	
Study Facilities	Reading/Study Room (410)	
Study Facilities	Stack (420)	
Study Facilities	Open Stack/Reading Room (430)	
Study Facilities	User Information Area (440)	
Special Use Facilities	Audiovisual, Radio, TV (530)	
Special Use Facilities	Audiovisual, Radio, TV Service (535)	
Special Use Facilities	Other Special Use Facility (590)	
	General Use Facilities (600)	
	Supporting Facilities (700)	
	Unclassified Facilities (000)	
	TOTALS	

FORMAT III-D.2

ASSIGNABLE SQUARE FEET FOR ROOM USE CATEGORIES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

ASSIGNABLE AREA: See Format III-D.1, General Facility Characteristics.

ROOM USE CATEGORIES:

100 Classroom and Laboratory Facilities: A room used primarily for classes, research, observation, or practice in a particular field. Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, laboratories, reading-laboratories, language laboratories and research laboratories. This category does not include conference rooms (300) or meeting rooms and auditoriums (600). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). This category does not include laboratory rooms that serve as study rooms (410). It does not include computer processing facilities used jointly for instruction and/or research and/or administration (700). (34)**

ROOM USE CATEGORIES: (continued)

300 Office Facilities: A room used by the library staff working at a desk or table. An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as administrative offices, clerical offices, cataloging work area, acquisitions work area. Also included are rooms which directly serve an office or offices including conference rooms used primarily for departmental activities, file rooms, vaults, closets, private toilets, office supply rooms and storage areas for in-process materials or backlog materials. Large rooms, such as printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices. Meeting rooms used for general purposes such as community group meetings, auditoriums or lounge facilities are classified as General Use Facilities (600). (34)**

400 Study Facilities

410 Reading/Study Room: A room used by individuals to study books or audiovisual materials. Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. Areas providing stations used for audio and visual dial access should be included. A reading room combined with stack area is excluded from this category and should be entered under 430, Open Stack Reading Room. (34)**

420 Stack: A room (or portion of a room) used to provide shelving for library or audiovisual materials. Included in this category are rooms generally referred to as library stacks. Rooms for storage of musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research. This category does not include bookshelf space in classrooms, laboratories, or offices. Audiovisual film and tape libraries that generally serve groups (rather than individuals) are classified as audiovisual, radio, TV facilities (530). Separate tape storage rooms for language laboratories should be classified as laboratory space (100). Rooms containing audio materials intended for listening enjoyment (as in a student lounge) should be classified as General Use Facility (600). Stack space provided in work areas (300) and separate storage facilities for little-used materials (700) are excluded. (34)**

ROOM USE CATEGORIES: (continued)

430 Open Stack/Reading Room: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas. Included in this category are rooms generally referred to as open stack reading rooms. This category is not appropriate if the area of an open stack/reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Lounge areas or listening rooms which incidentally provide stack storage but are primarily for user relaxation should be entered under 600. Further limitations are defined under reading room (410) and stack (420). (34)**

440 User Information Area: A room or area which serves a reading/study room, stack, or open stack reading room as a supporting service to such rooms. Included in this category are areas generally used to house card catalogs, circulation desks, reference desks, and information area. (34)**

500 Special Facilities

530 Audiovisual, Radio, TV: A room or group of rooms used for the production and distribution of audiovisual, radio, and TV materials, and for the operation of equipment for the communication of these materials. This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms. (34)**

535 Audiovisual, Radio, TV Service: A room that directly serves an audiovisual, radio, or TV facility as an extension of the activities of that facility. Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorded room, property storage, recording rooms, engineering maintenance rooms, dark rooms, preparation rooms, and equipment storage rooms. (34)**

590 Other: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions. This category should have very limited use if it is used at all. (34)**

ROOM USE CATEGORIES: (continued)

600 General Use Facilities: A room used as assembly, exhibition, food service area, lounge, merchandising, recreation, meeting or locker room facilities, or a room that directly serves such facilities. This category includes rooms generally referred to as theatres, auditoriums, public meeting rooms, lounge facilities, exhibition rooms, bookstores and noninstructional music listening rooms. Locker room areas provided to library staff members are also included. Facilities that are used primarily for instructional purposes are classified as classrooms (100). Conference rooms provided primarily for staff meeting and departmental use are classified as office facilities (300). A lounge area associated with a toilet is non-assignable space. (34)**

700 Supporting Facilities: A room used for data processing/computer, vehicle storage, materials storage, warehouse, or room that directly serves such facilities. This category includes keypunch rooms, data processing, computer rooms, and computer tape storage. Garages and associated areas for maintenance of bookmobile or other vehicles are also included. This category also includes off-site storage or warehouse facilities used to store little-used library materials. If a room, otherwise classifiable as an office (300), happens to contain a keypunch machine, sorter, or other small Electronic Data Processing (EDP) equipment, do not prorate the area in that room, but rather classify the entire room as office (300). Classification of a storage facility within this category is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space designation. For example, a storage closet for office supplies is classified as office (300). The distinction between classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate category. Classification of vehicle storage is appropriate under this category; however, exclude uncovered exterior parking areas. (34)**

ROOM USE CATEGORIES (continued)

000 Unclassified Facilities: This category includes areas which are either: (1) available for assignment but are unassigned at the time of inventory; or, (2) temporarily out of use because of alteration, remodelling or rehabilitation; or, (3) potentially assignable areas which are unfinished at the time of inventory. (34)**

INSTRUCTIONS

Format III-D.2 can be completed separately for each service outlet and facility employed by the library. In this case, the service outlet should be identified in the space provided. Format III-D.2 should also be completed for the combined facilities of the library. Only assignable area of these facilities should be considered. If a room serves dual or more purposes, it should be categorized according to primary or major use. Do not prorate these multiple-purpose rooms according to utilization.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-D.3

SEATING AND SHELVING CAPACITY

	Building Name or Service Area *(specify)*	Seating Capacity (Number of chairs or other seating units available to clientele)	Shelving Capacity (Number of feet of shelving available)
Central Library			
Branch Libraries			
	Supporting Facility		
	TOTAL		

FORMAT III-D.3

SEATING AND SHELVING CAPACITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

BUILDING NAME: See Format III-D.1, General Facility Characteristics.

SERVICE AREA: Service area is that portion of the library available to the public which may include a service point (as an information services area or young adult services area) or may not include a service point (as a reading room).

CENTRAL LIBRARY: See Format II-B.1, Organizational Characteristics of Public Libraries.

BRANCH LIBRARY: See Format II-B.1, Organizational Characteristics of Public Libraries.

SUPPORTING FACILITY: See Format III-D.2, Assignable Square Feet for Room Use Categories.

SEATING CAPACITY: The number of chairs or other seating units available within the library area for library clientele while they use materials. The number of seats available for the library users should be given for the library as a whole, including: general reading area seats, lounge seats, group study seats, audiovisual area seats, other material[illegible]ats, study carrels, study area seats, typing room seats, [illegible]minar room seats (when available on an open basis), etc. Seats at index tables, card catalog reference tables, and other seating provided for special use or consultation should not be counted in the total, nor should seats in locked rooms not normally open to library patrons, such as auditorium and general meeting room seats. (14)**

SEATING AND SHELVING CAPACITY: (continued)

SHELVING CAPACITY: The capacity of a library for storing books or volumes, expressed by the total number of feet of shelving available for housing books and other library materials. The total length, in feet, of the shelving available for the library materials is determined by adding the length, in feet, of all of the shelves in the bookstack sections and in the audiovisual and other materials sections. Only the shelves in the sections used for shelving the regular collections should be counted. Such shelving does not include shelves for materials-in-process in technical services areas, staging or sorting shelves in the circulation areas, shelves serving as bookcases in offices, and shelves in receiving rooms used for storing transient materials.**

INSTRUCTIONS: Format III-D.3 requires a count of chairs or seating units available to the public, within the library, as well as shelving space available. Seating for library staff, for special purposes (meeting or auditorium facilities) or for temporary consultation (of catalogs, indexes, etc.) should not be included. Similarly, shelving space available for employee use, for sorting, or temporary storage (as of a backlog) should not be included.

Format III-D.3 is designed to meet the needs of internal management. Buildings or service areas considered separately are a matter of local option. For public libraries, it may be appropriate to examine seating and shelving capacities available in subject division, in children's services, in young adult services as well as the branch libraries. In both academic and public libraries, separate examination of seating capacities in information services, government documents departments, and special collections may be appropriate.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____

FORMAT III-D.4

INVENTORY OF SPECIAL EQUIPMENT

	Type of Equipment / Number of Devices	Owned by the Library	On Deposit, On Loan, or Rented to the Library	Available to the Public for In-Library Use Only	Available to the Public for Out-of-the-Library Use Through Circulation or Rental
Audio Devices	Audio Recorders				
	Audio Players				
	Audio Duplicators				
	Listening Centers				
	Other Audio Devices				
Computer Devices	Computers				
	Terminals				
	Other Input/Output Devices				
	Other Computer Devices				
Graphic/Reproduction Devices	Printers/Copiers/Duplicators				
	Other Graphic and Reproduction Devices				
Electronic Display Devices	Videotape Recorders				
	Video Players				
	Television Receivers				
	Telewriters				
	Other Electronic Display Devices				
Projected and Magnified Devices	Filmstrip Projectors and Viewers				
	Slide Projectors and Viewers				
	Microform Reader & Reader/Printers				
	Motion Picture Projectors				
	Other Projected and Magnified Devices				
	Photographic Devices				
	Other Devices				

FORMAT III-D.4

INVENTORY OF SPECIAL EQUIPMENT

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

EQUIPMENT OWNED BY THE LIBRARY: Those pieces of equipment which the library has purchased or is in the process of purchasing.**

EQUIPMENT ON DEPOSIT, ON LOAN, OR RENTED TO THE LIBRARY: Those pieces of equipment which the library does not own, but through special arrangement, presently houses, employs and may maintain.**

IN-LIBRARY USE: The employment or consultation of materials, equipment, or facilities of the library, within the library building only.**

CIRCULATION: The activity of a library in lending its resources to its clientele. This does not include interlibrary lending.**

EQUIPMENT TYPES:

Audio Devices: Devices used for the reception, recording, transmission or reproduction of sound (only). (3)

Audiorecorder: A unit which can record (and may play back) sound on audiotape, audiocard or audiopage. It may contain heads for erasing, recording, and playback; amplifiers; and transport mechanisms. The recorder may be monophonic, stereophonic, or four-channel and may have provisions for comparison of channels. (3)** Included in this category are cartridge audiotape recorders and cassette audiotape recorders, audiocard recorders and audiopage recorders.

Audioplayer: A unit which can play back recordings on tape or disc, but which is not capable of recording. It contains amplifiers and/or speakers. Included are tape players and record players.**

AUDIO DEVICES: (continued)

Audiotape Duplicator: A device used to transfer the audio signal from one audiotape to another. Duplicators usually make the transfer to one or more copies at speeds much faster than real time or ordinary playback speeds. It may duplicate audiotapes on reels, cassettes, or cartridges. (3)

Listening Center: An audio distribution device into which headsets can be connected to enable more than one learner to listen to an audio program. It may have more than one channel and may have volume controls. The entire unit may be permanently mounted or packed into a storage case. (3)

Other Audio Device: Any audio device not listed or defined above. Included here are radio receivers, audio induction equipment, audio amplification equipment, audio mixers, and audio compressors. **

Computer Devices: A computer and those devices which will enable a computer to perform its task. The combination of devices is capable of accepting information, applying prescribed processes to the information, and supplying the results of the application to these processes -- all without human intervention. (3)

Computer: An electronic data processor that can perform substantial computation, including numerous arithmetic or logic operations without intervention by a human operator during the run. (12)*

Computer Terminal: A unit which permits one or two-way communication between a user and a computer via communications lines. The device may include features such as a cathode ray tube, typewriter/teletype unit, light pen, printer, plasma panel, television receiver, touch sensitive panel, keyboard, card reader, tape reader or audio output unit. (3)*

Other Input/Output Device: The device or collective set of devices used for conveying data into or out of the computer. (12)**

Other Computer Device: Any computer device not listed and defined above.**

Graphic and Reproduction Devices: The equipment utilized in the production and reproduction of graphic materials. (3)

Printers/Copiers/Duplicators: Machines which reproduce printed or graphic images from a paper master (original) onto paper copy.**

Other Graphic and Reproduction Device: Any graphic or reproduction device not listed or defined above.**

Electronic Display Devices: The equipment used in the production and electronic transmission of visual images and sound. (3)

Videotape Recorder: A device which can record images and sound on videotape and which can play back the videotape for viewing on a television monitor or special receiver. The videotape recorder may use reels or cartridges or cassettes. Most videotape recorders used in instructional programs are helical-scan type. Also called VTR. See also Videotape Editor. (3)

Videoplayer: A device which can reproduce sound and pictures from a videotape or videodisc on a television monitor or special receiver. It cannot record images or sound. The unit may use videotape on reels or in cartridges or cassettes. (3)

Television Receiver: An electronic device which intercepts the signal of a television broadcast or (with adaptation) television signals from other sources, amplifies and translates the signals into image and sound. (3)

Telewriter: A device which transmits (live) and displays handwriting and simple drawings over telephone lines. Telewriters used for computer communications should be excluded. (3)

Other Electronic Display Device: Any electronic display device not listed or defined above. **

Projected and Magnified Devices: Devices which enlarge or magnify visual images for viewing. Some have provisions for sound accompaniment. (3)

Filmstrip Projector and Viewer: A filmstrip projector is a device designed to project filmstrips (usually 35 mm) and which normally projects a single-frame filmstrip and may project a double-frame filmstrip. A filmstrip viewer is a device equipped with a built-in viewing glass or rear projection screen for viewing filmstrips, usually single-frame filmstrips. (3)*

PROJECTED AND MAGNIFIED DEVICES: (continued)

Slide Projector or Viewer: A slide projector is a device designed to project slides on transparencies mounted in small frames, usually 2" by 2". Some models have provision for sound and/or accept trays, cartridges, or drums. (3)* A slide viewer is a device equipped with a built-in viewing glass or rear projector screen for viewing slides. Models are available with provision for playing accompanying audiorecordings. (3)*

Microform Reader and Reader/Printers: A projection device for viewing an enlarged microform with the unaided eye. Included in this category are microfilm readers, microfiche readers, micropaque readers, ultrafiche readers, and combinations of these. (3) Microform reader/printers are equipped with copiers which expose, develop and fix the projected image on suitable material.

Motion Picture Projector: A device designed to project motion pictures. It may be equipped to reproduce sound on either magnetic, optical, or both types of sound tracks and may have audio recording capability. The most common types of motion picture projectors in instructional institutions are 16 mm, 8 mm, and super 8 mm. (Some projectors have built-in viewing screens but should still be recorded as projectors, not viewers.) (3)

Other Projected and Magnified Devices: Any projected or magnified device not listed or defined above.**

PHOTOGRAPHIC DEVICES: The devices used in photographic production either still photography, motion picture photography or microfilming. (3) This category includes cameras, darkroom equipment, and motion picture processors and editors.

OTHER DEVICES: Other devices, or special equipment, not listed or defined above should be included here. **

INSTRUCTIONS: Format III-D.4 requires a count of special equipment housed at the library. Exclude furniture and other office equipment which would not be considered unique to libraries.

IV. LIBRARY PROGRAM DATA

INTRODUCTION

This section is concerned with the identification of the primary functions or activities of a library and specific ways to describe these activities. The introduction of this document contains detailed definitions of these functions. In addition, the Commentary has a lengthy discussion of the three levels of refinement possible within these functions or programmatic activities. Figure 2 presents these three levels, and level 1 is the level generally used throughout this document.

This section is divided into five components which represent major ways to describe in greater detail what occurs in the programmatic areas. These components are:

- financial measures,
- personnel measures,
- facility measures,
- activity measures, and
- user measures.

Financial measures describe the various program areas in relation to the revenues and expenditures for that area. Revenue data included describe library funds according to fund source and according to the types of uses of funds for the program areas. Expenditure measures describe the types of expenditures for each functional area and a detailed classification of collection expenditures according to type of materials.

The personnel component of this section is concerned with the description of human resources for each of the functional areas. Personnel are described by both headcount and equivalent service months, full or part-time status, and types of employee classifications.

The facilities component is concerned with describing the amount and type of facility resources utilized by each of the five functional areas. This description is accomplished by measuring the amount of assignable square feet for several types of room use categories for each of the functional areas.

The activities component describes the type and level of activities conducted by the functional areas of the library. This component contains nineteen separate formats that measure the specialized activities of the various areas. In addition, this subsection has a listing of additional activity measures (Figure 3) that have not been included in the formats, but that the individual manager may wish to consider.

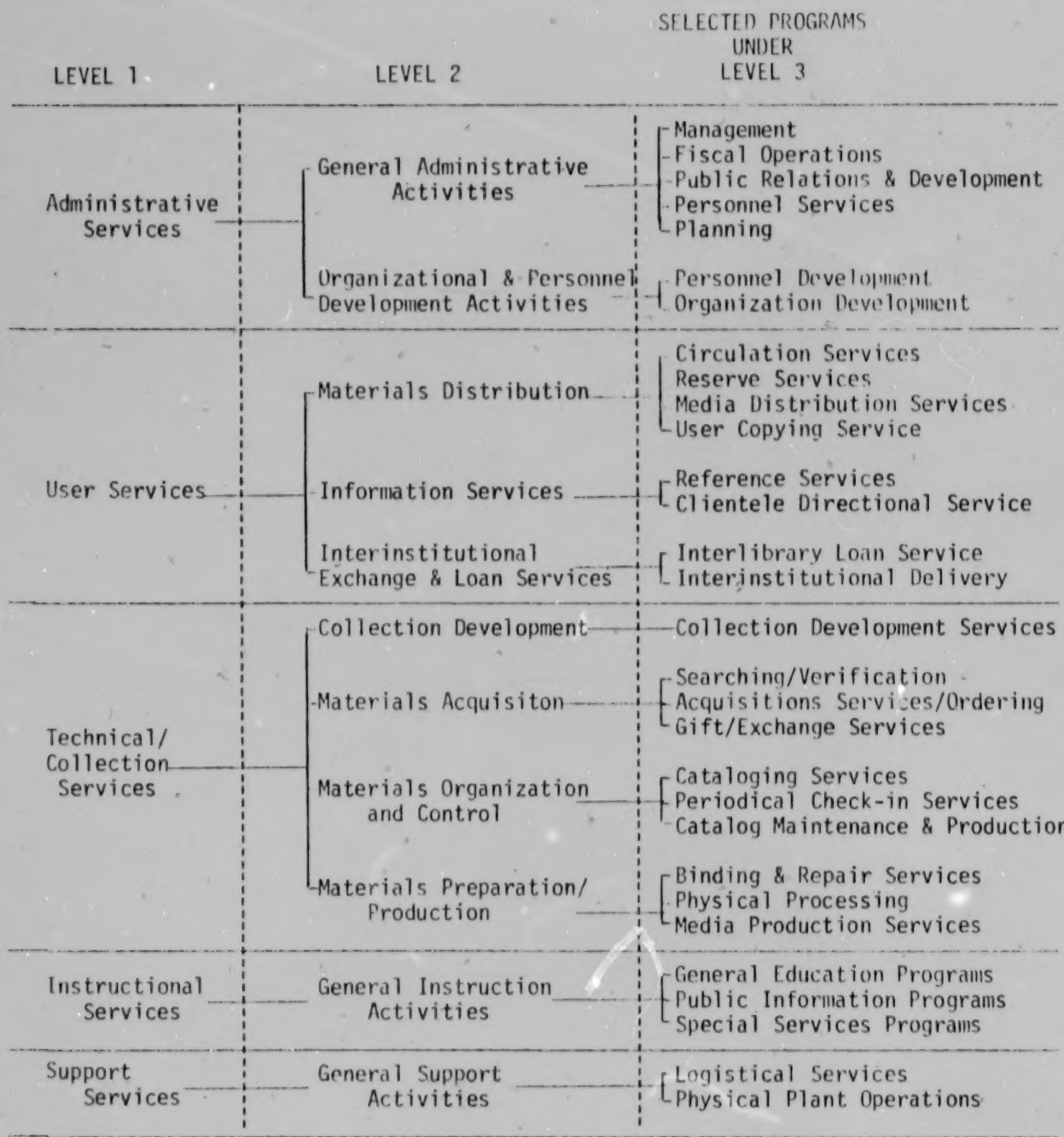
The data concerning reference services contained in the activities component have been treated differently. Reference services data have not been pilot-tested and are clearly developmental in nature. Thus, those areas pertaining to reference services have been labeled as "developmental." Potentially more refinement and revision may occur in this area as implementation occurs.

The final component describes the actual library users. Separate measures have been utilized for academic and public libraries. For academic libraries, users have been described in terms of the types of materials utilized, the types of students, and the disciplines of students. For public libraries, users have primarily been defined by the types of materials utilized.

Finally, from a conceptual standpoint, outcome/performance measures is the last logical section of the Program Data section. However, the developmental and complex nature of this area has resulted in separate treatment under Chapter V.

Figure 2

LEVELS OF PROGRAMMATIC ACTIVITIES



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IV-B FINANCIAL MEASURES

FICE/LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____

FORMAT IV-B.1

UNRESTRICTED LIBRARY REVENUE BY FUND SOURCE

	Source of Unrestricted Funds	Unrestricted Funds (in dollars)
	Tuition and Fees	
Government Appropriations	Federal Government	
	State Government	
	Local Government	
Contracts & Grants	Federal Government	
	State Government	
	Local Government	
	Private	
	Generated Income (Sales and Services)	
	Endowment Income	
	Private Gifts, Contributions	
	Other	
	TOTAL Unrestricted Income	

FORMAT IV-B.1

UNRESTRICTED LIBRARY REVENUE BY FUND SOURCE

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

UNRESTRICTED FUNDS: Revenues received by the library or institution of which the library is a part without stipulation regarding purpose by the source, and may be expended at the discretion of the management. This category applies equally to undesignated and designated funds. (32)**

FUND SOURCE

Tuition and Fees: For academic libraries, tuition and fees include all tuition and fees assessed (net of refunds) against students for current operating purposes. If tuition and/or fees are remitted to the state as an offset to the state appropriation, the amount of tuition and fees should be deducted from the total for state appropriations and added to the total for tuition and fees. Typically, tuition and fees are unrestricted revenues, the only exception being certain restricted student fees (such as a library fee).

Government Appropriations: Government appropriations include those monies received from or made available to an agency or institution through acts of a legislative body. They do not include government grants or contracts. These three categories include all such appropriations to the extent expended for current operations. Funds disbursed for the account of the library or institution by a government agency, such as payments into a state retirement system on behalf of the library or instititon, would be included in these categories. Government appropriations should be categorized by the government level (federal, state, or local)

FUND SOURCE: (continued)

Government Appropriations: (continued)

of the legislative body funding the appropriation. The following criterion should be used in determining the legislative level of the funder:

> The funder level is the same as the level of that agency making the decision that the monies will be appropriated for the particular purpose for which they are ultimately expended.

For example, if the federal government stipulates a specific use for particular monies and those monies subsequently are only administered by the state, the funds would be classified as federal monies. However, if the federal government distributes funds to the state for unspecified general purposes (for example, general revenue sharing) and the state then appropriates all or a portion of those monies to the library or institution, the funds received by the institution should be classified as state monies rather than federal monies. Similarly, if the state distributes funds to the city for unspecified general purposes, and the municipal government appropriates a portion of these monies to the library, the funds received should be classified as local monies. This category does not include institutional fees and other income reappropriated by the legislature to the institution. Tuition and fees collected by the institution and returned to the institution in the form of appropriations (that is, reappropriated tuition and fees) would have to be subtracted as they already appear as tuition and fees. (32)**

Government Grants and Contracts: Government grants and contracts include revenues from government agencies that are received or made available for specific projects or programs. Examples are research and demonstration projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Government grants and contracts should be categorized by the governmental level (federal, state, or local) of the agency providing the funds to the institution. The following criterion should be used in determining which government level should be considered the funder:

FUND SOURCE: (continued)

Government Grants and Contracts: (continued)

> The funder level is the same as the level of that agency that makes the decision that the contract will be entered into with, or the grant made to, the institution for the particular purpose for which it was ultimately transacted.

For example, if a federal agency stipulates a specific use for particular monies and those monies are only administered by state agencies, the funds would be classified as federal monies. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as Restricted Current Funds revenues. Related indirect costs recovered by the library should be reported by the institution of which the library is a part should not be included. (32)** The same criteria would apply equally to LSCA funding, student work-study programs and other types of government income.

Private Grants and Contracts: Revenues from private agencies (e.g., foundations) that are received or made available for specific projects or programs. Examples are research and demonstration projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of the grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted revenues. Related indirect costs recovered by the library should be reported as unrestricted revenues. Related indirect costs recovered by the institution of which the library is a part should be excluded.

Generated Income: This category includes all revenues generated from the sales and services of libraries including users fees and cost-recovery charges for services. Examples of such revenues are film rentals, library registration fee, search service fees, booksales, overdue and book replacement fines and interlibrary loan service charges. Also included is income from copying services provided by the library. This income is confined to monies received from library patrons and other institutions or libraries and should not include transferred funds from other institution departments for services rendered. (32)**

FUND SOURCE: (continued)

Private Gifts and Contributions: Private gifts and contributions include amounts from individuals or nongovernmental organizationals. Private gifts include those monies received from private donors for which no legal consideration is involved (that is, no specific goods or services must be provided to the donor in return for the monies). This category includes all unrestricted gifts and bequests as well as all restricted gifts to the extent that the monies are expended for current operations.

When donated services represent a significant resource for the library, the value of these donated services should be included in this category. The value of donated services should be determined by relating such services to equivalent salaries and wages (including the normal staff benefits, such as group insurance and retirement benefits) for similarly ranked personnel in the same institution or similar institutions. This gross amount should be reduced by the amount of personal expenses whenever such expenses are incurred on behalf of the contributing personnel (such as in institutions operated by religious groups). An imputed value for donated services should be recorded in this category only if the following circumstances exist: 1) the amount of such donated services is significant when compared to the total revenues for the reporting eneity; 2) the services performed are a normal part of the library's programs and would otherwise be performed by salaried personnel; and 3) the institution has a clearly measurable basis for determining the value of such services. (32)**

Endowment Income: Endowment income includes the following: 1) unrestricted income of endowment and similar funds, 2) restricted incomes of endowment and similar funds to the extent expended for current operating purposes, and 3) income from funds held in trust by others under irrevocable trusts. The unrestricted income from endowment and similar funds credited to revenues should be the total ordinary income earned (or yield) on the investments of these funds. (32)**

Other Sources: This category includes all items of revenue not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. (32)**

INSTRUCTIONS:

Include in Format IV-B.1 all unrestricted (including designated) revenues received by the library. Tuition and fees reappropriated by the state should be considered as tuition and fees and not as state appropriations. Governmental funds which are paid directly to the library employees as salary for employment at the library (for example, CETA and work-study employees) should be included as library income (typically as a government grant).

The dollar equivalency of donated services and gifts may be estimated. The dollar equivalency of donated materials may be rounded-off to the nearest $500, while that of donated services may be rounded to the nearest $1,000.

FICE/LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____

FORMAT IV-B.2
SOURCE/EXPENDITURE OF FUNDS

Source of Funds / Expenditures and transfers out	UNRESTRICTED FUNDS	RESTRICTED FUNDS												TRANSFERS IN	TOTAL EXPENDITURES BY FUNCTION (Row totals)
		Tuition and Fees	Appropriations			Grants & Contracts				Generated Income	Endowment Income	Private Gifts, Contributions	Other		
			Fed.	State	Local	Fed.	State	Local	Pvt.						
OPERATING EXPENDITURES: ADMINISTRATIVE SERVICES															
USER SERVICES															
TECHNICAL/COLLECTION SERVICES															
INSTRUCTIONAL SERVICES															
SUPPORT SERVICES															
LIBRARY (COLLECTION) MATERIALS															
CAPITAL EXPENDITURES															
MANDATORY TRANSFERS OUT (itemize)															
NON-MANDATORY TRANSFERS OUT															
TOTAL REVENUES BY SOURCE (Column Totals)															

Unexpended Income $_____

Dollar Equivalency of Contributed Services $_____

Dollar Equivalency of Donated Materials $_____

FORMAT IV-B.2

SOURCE/EXPENDITURE OF FUNDS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

REVENUE RESTRICTION CATEGORIES:

Unrestricted Funds: See Format IV-B.1, Unrestricted Library Revenue by Fund Source.

Restricted Funds: Revenues received by the library or the parent institution with the stipulation that such funds be used for the purpose specified by the donor (source).

FUND SOURCE: See Format IV-B.1, Unrestricted Library Revenue by Fund Source.

TRANSFER IN: Monies transferred from another department in the institution or government structure of which the library is a part, specifically as payment for services rendered, should be included in this category. Typically, money does not actually change hands, but is transferred between accounts on paper. (32)**

EXPENDITURE CATEGORIES:

Operating Expenditures: The expenditures for physical or human resources that are totally consumed or utilized by a program within one operating period. This category excludes expenditures for library (collection) materials (other than collection maintenance, i.e., binding, rebinding, etc.) which are not consumed within one operating period. (42)**

Programmatic Categories: See Chapter I, Introduction.

EXPENDITURE CATEGORIES: (continued)

Library (Collection) Materials: Expenditures for library materials including print, nonprint, and special collections. Exclude costs for conversion from print to microform of materials already owned by the library. This cost should be entered under Technical Services. Exclude acquisitions of library equipment.**

Capital Expenditures: This activity center is a holding account for any capital expenditures made from the library's current funds. Capital expenditures include monies expended for land, land improvements, buildings, additions to buildings, and capital equipment. Capital equipment is definied as any equipment items costing more than $500 and having an estimated service life of more than two years. Capital expenditures for the current year are not included in either the direct or full costs of the other activity centers, but are recorded here for purposes of reconciliation. Examples include building additions,building construction, capital equipment, land, and land improvements. (32)**

MANDATORY TRANSFER-OUT: This category includes all transfers made to fulfill a binding legal obligations, including debt service, mandatory provisions for renovation of institutional plant, loan fund matching grant, self-insuring mandatory payments for unemployment to former employees of the library and other legal financial obligations.

NON-MANDATORY TRANSFER-OUT: This category includes all transfers from the library fund to another fund at the discretion of the institution's governing board. Although such transfers usually involve unrestricted funds of the Current Fund, a redesignation of funds previously designated for a different purpose may be made and the subsequent transfer recorded in this category. (32)**

UNEXPENDED BALANCE: That portion of the library's Current Fund which is not spent and not pledged toward a specific purpose, such as a sinking fund. Unexpended funds may revert to the appropriating unit or become part of the expendable funds for the succeeding fiscal period. (7)**

DOLLAR EQUIVALENCY OF DONATED SERVICES: The dollar value of services performed gratis in place of compensated staff members performing tasks normally part of the library's programs and services. (7) *Note: These persons should be included in the staffing counts in the Personnel Section. The dollar value of these services should also be included as fund revenue under GIFTS AND CONTRIBUTIONS.*

DOLLAR EQUIVALENCY OF DONATED MATERIALS: This should include the estimated dollar value of gifts of materials to the library received during the current academic year. The donar may request an appraisal of the estimated value for tax purposes. Small gifts should be excluded, unless these comprise a substantial proportion of current acquisitions.** Note: The dollar value of these contributed materials should also be included as fund revenues under gifts and contributions.

INSTRUCTIONS

Format IV-B.2 is a display of current expenditures and funds, and therefore, should be prepared from the library's expenditure records. Due to the difficulty of tracing unrestricted (including designated) revenues to the expenditure, total unrestricted funds are mapped to expenditure categories. The nature of restricted funds, that is, the stipulation of use of restricted funds, simplifies the delineation of restricted funds to expenditures. Governmental funds used for salaries of persons employed in the library, paid directly to employees or indirectly to the employees through external agencies (such as work/study programs) should be included in Format IV-B.2, whether or not the library actually dispenses the money.

Dollar equivalencies of donated services and materials may be estimated. Dollar equipvalencies of donated materials may be rounded to the nearest $500, while that of donated services may be rounded to the nearest $1,000.

FORMAT IV-B.3

EXPENDITURES BY FUNCTION

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

	Object of Expenditure / Programmatic Activities (Function)	Exempt Employees		Non-Exempt Employees		Supplies & Services	Non-capital Equipment	Operating Expenditures by Function *(Row Totals)*
		Salaries and Wages	Fringe Benefits	Salaries and Wages	Fringe Benefits			
	ADMINISTRATIVE SERVICES							
USER SERVICES	MATERIALS DISTRIBUTION							
USER SERVICES	INFORMATION SERVICES							
USER SERVICES	INTERINSTITUTIONAL EXCHANGE AND LOAN SERVICES							
TECHNICAL/ COLLECTION SERVICES	COLLECTION DEVELOPMENT							
TECHNICAL/ COLLECTION SERVICES	MATERIALS ACQUISITION							
TECHNICAL/ COLLECTION SERVICES	MATERIALS ORGANIZATION							
TECHNICAL/ COLLECTION SERVICES	MATERIALS PREPARATION							
	INSTRUCTIONAL SERVICES							
	SUPPORT SERVICES							
	TOTAL OBJECT EXPENDITURES *(Column Totals)*							

FORMAT IV-B.3

OPERATING EXPENDITURES BY FUNCTION

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

PROGRAMMATIC ACTIVITIES: See Chapter I, Introduction.

EMPLOYEE CATEGORIES: See Format II-A.1, Organizational Characteristics of Academic Libraries.

OBJECT OF EXPENDITURE: The amount reported should represent the funds expended for the current fiscal (academic) year, regardless of when the funds may have been received from federal, state, or other sources. Report all expenditures as dollars only, omit cents.

Salaries and Wages: The term "salaries and wages" refers to the total salaries and wages (before any deductions) budgeted or paid to all individuals within a particular employee category. Salary dollars should represent gross salaries but should exclude all fringe benefits paid by the employing institution. (11,13,14,32)**

Fringe Benefits: Includes all benefits paid and accruing to an employee, regardless of whether the benefits or equivalent cash options are available to all. Fringe benefits include the institution's contribution to social security, retirement, medical insurance, life insurance, guaranteed disability, income protection, unemployment compensation, workmen's compensation, cash tuition for faculty children, cash housing benefits, and other benefits in-kind with cash options. (32)**

OBJECT OF EXPENDITURE: (continued)

Supplies and Services Expenditures: Materials and services that are consumed or expended within a limited time period -- normally one operating cycle. Supplies and services will typically include the following types of expenditures: Supplies (consumable instructional, research and office supplies); communications (telephone, telegraph, postal); printing (binding and reproduction services); contractual services (including consulting services); rental & leasing of equipment; services of temporary employees; purchase of minor equipment; property taxes (or payments in lieu of) and utilities (gas, coal, oil, water, sewage, and electricity). Do not include expenditures on library materials (i.e., print and nonprint holdings.) (7)**

Non-capital Equipment Expenditures: Expenditures for equipment items that benefit the institution, program, course of study or activity for more than one operating period. This category will typically include expenditures for scientific equipment, laboratory apparatus, office machines, and equipment, furniture and furnishings including free-standing bookstacks, and other items of a similar nature. Excluded are any equipment items purchased from capital funds. Typically, those items of property that have an acquisition cost of less than $500 or an expected life of less than two years are included in this category. (32)**

INSTRUCTIONS: Enter in Format IV-B.3 those costs directly attributable to the cost centers listed (i.e., Administrative Services, etc.). Object of expenditures, such as salaries and fringe benefits, which are attributable to more than one cost center should be prorated according to the utilization of the object by each of the employing cost centers.

FICE/LIBGIS CODE_____

FISCAL PERIOD FROM_____
TO_____

FORMAT IV-B.4

COLLECTION EXPENDITURES

	COLLECTION EXPENDITURE CATEGORY	AMOUNT OF EXPENDITURE
LIBRARY MATERIALS	PRINT MATERIALS (including Govt. Docs.) Not Purchased on Subscription	
	Periodicals Purchased on Subscription	
	Other Print Materials Purchased on Subscription	
	PRINT ON MICROFORM	
	NONPRINT MATERIALS	
	TOTAL MATERIALS EXPENDITURE	
COLLECTION MAINTENANCE	BINDING AND REBINDING (excluding salaries for library personnel)	
	CONVERSION OF PRINT MATERIALS HELD IN LIBRARY TO MICROFORM (excluding salaries for library personnel)	
	OTHER COLLECTION MAINTENANCE	
	TOTAL COLLECTION MAINTENANCE EXPENDITURES	

FORMAT IV-B.4

COLLECTION EXPENDITURES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

LIBRARY (COLLECTION) MATERIALS: The total accumulation of library materials provided by a library for its clientele. Also called Library Resources, Library Holdings. (7)

Print Materials: See Format III-A.1, Holdings by Material Types.

Print on Microform: See Format III-A.1, Holdings by Material Types.

Non-print Materials: See Format III-A.4, Semester Credit Hours Taught and Collection Categories by Academic Programs -- Academic Libraries.

Subscriptions: See Format III-A.2, Bibliographic Holdings by Collection Categories -- Print Materials and Print on Microform.

COLLECTION MAINTENANCE: The activity and expenditures necessary to preserve the library's accumulation of materials for the collection. This category includes binding, mending, and conversion of print and nonprint holdings. Expenditures for the organization or circulation of the collection (i.e., shelving, cataloging and control) are not considered a part of collection maintenance).**

Binding and Rebinding: The process of producing a single volume from leaves, sheets, signature or issues of periodicals, or of covering such a volume, either initially, as in the case of "binding", or on a thorough restoration of a volume, involving resewing and a new cover, as in the case of "rebinding". Also included are repairing and mending. (7) *Note: For purposes of reporting expenditures only those payments made to commercial binderies should be included. Exclude in-house bindery expenditures which should be included in Format IV-C.*

Materials Conversion: Expenditures paid to a commercial firm for conversion of current collection holdings to microform. Excluded are expenditures for materials purchased in print on microform**.

INSTRUCTIONS

Include in Format IV-B.4 all those expenditures made to augment or maintain the library's collection during the fiscal period reported. Exclude salaries and fring bneefits of library employees involved in these activities.

IV-C PERSONNEL MEASURES

FORMAT IV-C.1

PERSONNEL AND SERVICE MONTHS BY FUNCTION

FICE/LIBGIS CODE _____

FISCAL PERIOD FROM _____

TO _____

SERVICE OUTLET _____

Programmatic Activities (Function) / Employee Categories	Headcount					Service Months				
	Exempt Employees		Nonexempt Employees		Total Headcount by function	Exempt Employees		Nonexempt Employees		Total Service Mos by function
	Full time	Part time	Full time	Part time		Fulltime employee	Parttime employee	full time	part time	
Administrative Services										
User Services										
Technical/ Collection Services										
Instructional Services										
Support Services										
TOTALS BY EMPLOYEE STATUS *(Column totals)*										

FORMAT IV-C.1

PERSONNEL AND SERVICE MONTHS
BY FUNCTION

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries

SERVICE MONTHS: See Format III-B.4, Service Months by Personnel Category.

EMPLOYEE CATEGORIES: See Format II-A.1, Organizational Characteristics of Academic Libraries.

EMPLOYMENT STATUS: See Format II-A.2, Population Characteristics of Academic Libraries.

PROGRAMMATIC ACTIVITIES: See Chapter I, Introduction

INSTRUCTIONS

Format IV-C requires data about the number of persons employed by the library in each function, and the service months of personnel resources presently utilized by these functions.

For headcounts, each employee should be counted once and only once. Employees whose responsibilities cover several programmatic categories should be counted in the function of primary responsibility.

For service month calculations, the entire fiscal period indicated in Format IV-C.1 should be considered. Service months of an individual employee whose responsibilities are in two or more programmatic categories should be prorated across the programs according to the allocation of his or her time to those areas. The employee's activity, rather than departmental assignment, is considered the basis for this proration. Thus, for example,

if an employee in the circulation department has responsibilities for mending books, his or her time spent in this task should be included under Technical/Collection Services, not User Services.

If desired, Format IV-C.1 may be completed separately for each service outlet. In this case, the service outlet should be indicated in the space provided.

FICE/LIBGIS Code _____
FISCAL PERIOD FROM _____
TO _____
SERVICE OUTLET _____

FORMAT IV-C.2
SERVICE MONTHS BY PERSONNEL CATEGORY AND FUNCTION

Programmatic Activities (Function) / Personnel Categories	Service Months of Exempt Employees			Service Months of Nonexempt Employees			Total Service Months by Function *(Row Totals)*	Service Months of Donated Services	Service Months of Student Assistants (Academic Libraries Only)
	Administrative Executive	Instructional/Research	Specialist/ Support	Technical Support	Office/ Clerical	Service			
Administrative Services									
User Services									
Technical/ COLLECTION Services									
Instructional Services									
Support Services									
Total Service Months by Employee Category *(Column Totals)*									

Number of Student Assistants _____(Academic Libraries Only)

FORMAT IV-C.2

SERVICE MONTHS BY PERSONNEL CATEGORY AND FUNCTION

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

PROGRAMMATIC ACTIVITIES: See Chapter I, Introduction.

EXEMPT PERSONNEL CATEGORIES: See Format III-B.1 and III-B.2, Characteristics of Full-time and Part-Time Personnel.

NONEXEMPT PERSONNEL CATEGORIES: See Format III-B.1 and III-B.2, Characteristics of Full-time and Part-Time Personnel.

SERVICE MONTHS: See Format III-B.4, Service Months by Personnel Category.

DONATED SERVICES: Services performed gratis in place of compensated staff members performing tasks normally part of the library's programs and services. (7) *NOTE: These persons should be included in the staffing counts and service month calculations with regular employees in the personnel category in which these persons would be if part of the paid staff.*

STUDENT ASSISTANT: An Employee of ar academic library who is simultaneously enrolled on a regular full-time basis in the academic institution of which the reporting library is a part. Typically (although not always) these employees perform nontechnical duties within the library and would be categorized as office/clerical personnel.** *Note: Service months of these employees should be included under the appropriate employee classification (e.g. office/clerical, etc.)*

INSTRUCTIONS: Service months of both paid personnel and donated services should be considered in Format IV-C.2. Service months of the individual employee may only be considered under one personnel category, but may be allocated (according to responsibilities) to several programmatic activities. A staff member's time should be prorated across these functions according to the typical distribution of his or her time to these functions.

Volunteers who perform tasks which are a part of the regular operations of the library should be included in service month calculations of exempt or nonexempt employees (as dictated by the type of responsibility and level of a staff member needed to replace them) as well as in the separate column provided.

Student assistants should be included in service month calculations of exempt or nonexempt employees (as dictated by their employment status) as well as in the final column of Format IV-C.2.

If desired, Format IV-C.2 may be completed for each service outlet individually. In this case, the service outlet should be indicated in the space provided.

IV-D FACILITY MEASURES

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FORMAT IV-D.1

FICE/LIBGIS CODE_____
INVENTORY DATE_____
(Service Outlet_____)

ASSIGNABLE SQUARE FEET FOR ROOM USE CATEGORIES BY FUNCTIONS

ASSIGNABLE AREA (IN SQUARE FEET)

Programmatic Activities (Function) / Room Use Categories	Classroom & Laboratory Facilities	Office Facilities	400 Study Facilities				500 Special Use Facilities			General Use Facilities	Supporting Facilities	Unclassified Facilities	Total Assignable Square Feet By Function
			Reading/ Study Room	Stack	Open Stack Reading Room	User Information Area	Audio Radio,	Audio Radio, T.V. Service	Other Special Use Facility				
	100	300	410	420	430	440	530	535	590	600	700	000	*(Row Total)*
ADMINISTRATIVE SERVICE													
USER SERVICES													
TECHNICAL/COLLECTION SERVICES													
INSTRUCTIONAL SERVICES													
SUPPORT SERVICES													
TOTAL ASSIGNABLE SQUARE FEET BY ROOM USE CATEGORY *(Column Total)*													

197

FORMAT IV-D.1

ASSIGNABLE SQUARE FEET FOR ROOM USE CATEGORIES
BY FUNCTIONS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

INVENTORY DATE: The date (month, day and year) in which space is inventoried by programmatic categories.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

PROGRAMMATIC ACTIVITIES: See Chapter I, Introduction.

ROOM USE CATEGORIES: See Format III-D.1, General Facility Characteristics.

ASSIGNABLE AREA: See Format III-D.1, General Facility Characteristics.

INSTRUCTIONS: Format IV-D.1 requires the area (in square feet) of assignable space within the library by function and primary use of the room. Rooms used for dual or more purposes should be categorized according to primary or major use. Do not proroate these multiple-purpose rooms according to utilization.

Format IV-D.1 may be completed separately for each service outlet or facility employed by the library. In this case, the service outlet should be indicated in the space provided.

FIGURE 8

OTHER ACTIVITY MEASURES BY FUNCTION

PROGRAM AREA	ACTIVITY MEASURES
General Administrative Activities	Number of persons employed (head count) Service months of staff Operating expenditures Salary expenditures Library materials expenditures Number of grants received/applied for by library Grant funding received by library (total dollars) Average person time to process fiscal transactions Average person time to process personnel transactions Number of personnel grievances handled by top level administrators Average person time spent on personnel grievances
Organization and Personnel Development Activities	Number, scope, and type of education opportunities provided through the library Number of library professional periodicals received on subscription (excluding library collection materials) Number and cost of professional membership fees paid by library for individual members Number and cost of institutional memberships in professional organizations Number of articles published by library staff (by periodical title) Number of persons acquiring new skills in professional development program by skill type Number of library staff holding appointed or elected offices in professional organizations Number of library staff utilized as consultants for institutions, libraries, or other groups
Materials Distribution	Charge circulation rate by service hour Discharge circulation rate by service hour Number of requests for items in storage Average person time to assemble and prepare items on reserve list Number of classes or groups that have items on reserve list
Materials Identification/ Access	Number of users asking reference questions Rate of reference transaction by service hour Average person time for reference transaction Number of users asking directional questions Rate of directional transactions by service hour Number and percent of reference transactions by subject area Average length of time for manual bibliographic searches Average person time devoted to machine bibliographic searches
Interinstitutional Exchange and Loan Services	ILL borrowing requests by type of request (subject, title specific) Average time to process a borrowing transaction Average labor cost to process a borrowing transaction Number of requests filled by subject area ILL lending requests (subject versus specific) Average labor cost to prove the non-existence of an item Number of lending requests received by subject area Number of lending requests filled by subject area Number of lending requests which require reverification Number of lending requests renewed Number of lending requests overdue
Collection Development Services	Number of articles procured through ILL by periodical title Number of reorders necessary Average person time spent in coordinating requests (merging requests) Average person time in screening requests Average labor cost of adding copies to meet demand Shelf capacity gained by weeding

PROGRAM AREA	ACTIVITY MEASURES
Materials Acquisitions	Number of gifts received from suppliers Number of items ordered that are out-of-print Number of standing orders by supplier Number of items received on standing order
Materials Organization and Control	Average person time to catalog an item (original, derived, brief) Number and types of catalogs maintained Average labor cost per set of cards prepared and filed Average labor cost to catalog a title (original, derived, brief) Number of new subjects and subdivisions established Name authority records established Average labor cost to recatalog a title
Materials Preparation and Production	Number of volumes converted to microform Number of titles converted to microform Average person time to rebind items Average person time to mend or repair items Average labor cost to rebind items Average labor cost to mend or repair items Number of periodical volumes in binding backlog
Instructional Services	Number of courses offered by library by topic Number of enrolled persons in classes offered by library Number of persons teaching classes offered by library Number of student contact hours Number of story hours offered by the library Number of children attending story hours Number of film viewings offered by library Number of persons attending film viewings

IV-E ACTIVITY MEASURES

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____
DATES OF TYPICAL WEEK_____

FORMAT IV-E.1

HOURS OF SERVICE AND FACILITY AVAILABILITY
TO LIBRARY CLIENTELE

	Service Outlet	Service Hours *(per typical week)*	Facility Hours in Which Library Bldg. Open to Public *(per typical week)*
	Central Library		
Branch Libraries *(Specify)*			
Other Service Outlets *(Specify)*			

FORMAT IV-E.1

HOURS OF SERVICE AND FACILITY AVAILABILITY
TO LIBRARY CLIENTELE

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

TYPICAL WEEK: A typical week is a week in which the central library and other service outlets are open during regular hours for general users and which does not contain any holiday. (14)**

SERVICE OUTLETS: See Format II-B.1, Organizational Characteristics of Public Libraries

SERVICE HOURS (per typical week): Those hours during the week when a library, branch or bookmobile is open and prepared to render service to its clientele. Total service hours are determined by adding the number of hours the library is open to users, or a bookmobile is in place to provide service to users, for each day of the typical week. (14)**

FACILITY HOURS IN WHICH LIBRARY BUILDING OPEN TO PUBLIC (per typical week): Those hours during the week when the library facility or portion thereof, is open to the public. This includes service hours, as well as those hours in which no library services are rendered (other than facility use). During those hours in which service is not rendered, but in which the facility is open, a library employee may be assigned to oversee the library facility. Total facility hours are determined by adding the number of hours the facility is open to the public for each day of the typical week.**

INSTRUCTIONS: Each service outlet should be specified in Format IV-E.1. The typical week selected should be standard for each service outlet, including bookmobile and mediamobiles. If Facility Hours correspond to Service Hours, both columns in Format IV-E.1 should still be completed.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT IV-E.2

SERVICE OUTLET GENERAL CIRCULATION ACTIVITY LEVELS

Number of General Circulation Transactions by Material Type

	Material Type / Service Outlet	Print Materials: Books	Print Materials: Periodicals	Print Materials: Other Print	Print On Microform	Other Materials	Total No. of Circulation by Service Outlet *(row totals)*	Number of Circulations Made for Traveling Libs.
	Central Library							
Branch Libraries *(specify)*								
Other Service Outlets *(specify)*								
	Total Circulations by Material Types							

211

FORMAT IV-E.2

SERVICE OUTLET GENERAL CIRCULATION ACTIVITY LEVELS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

GENERAL CIRCULATION TRANSACTION: The act of lending materials from the library's general collection to direct borrowers for use outside the library building. This category excludes limited circulations (such as reserve circulation), circulation to indirect borrowers (as through interlibrary loan), and circulation of equipment. This category does not include renewal transactions. **

MATERIAL TYPES: See Format III-A.1, Holdings by Material Type.

TRAVELING LIBRARY: A small collection of selected books, or other library materials sent by a library for the use of a group or community during a limited period. Include here materials lent for classroom collections, and extension classes. (7)**

SERVICE OUTLETS: See Format II-B.1, Organizational Characteristics of Public Libraries.

INSTRUCTIONS: Data required in Format IV-E.2 include circulations for the fiscal period covered by the report (preferably, annual information). This format is intended for measurement against collection size indicated in Format IV-A.1. For this reason, it may be of benefit in certain libraries to refine the Other Material category indicated in Format IV-E.2 to correspond exactly to categories in Format III-A.1 (i.e., Audiorecordings, Pictorial Representations, etc.)

Each item circulated should be counted once. Renewals should not be counted as a second transaction for the same item.

LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____
*Service Outlet*_____

FORMAT IV-E.3

CIRCULATION OF PRINT/PRINT FACSIMILE HOLDINGS
BY USER DIVISIONS -- PUBLIC LIBRARIES

Material Type / User Divisions	General Circulation Transactions: Number of Books and Bookstock Circulated		Total Gen'l Circulation Transactions By User Divisions	Number of Noncirculated Volumes Reshelved by User Divisions
	Fiction	Nonfiction		
Adult Services				
Young Adult Services				
Children Services				
Total General Circulations By Material Type				

FORMAT IV-E.3

CIRCULATION OF PRINT/PRINT FACSIMILE HOLDINGS
BY USER DIVISIONS -- PUBLIC LIBRARIES

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

USER DIVISION: See Format III-A.3, Holdings by User Divisions, Public Libraries.

GENERAL CIRCULATION TRANSACTION: See Format IV-E.2, Service Outlet General Circulation Activity Levels.

BOOKS AND BOOKSTOCK: See Format III-A.2, Bibliographic Holdings by Collection Categories -- Print Materials and Print on Microform.

Fiction: See Format III-A.3, Holdings by User Divisions, Public Libraries.

Nonfiction: See Format III-A.3, Holdings by User Divisions, Public Libraries.

VOLUME: See Format III-A.3, Holdings by User Divisions, Public Libraries.

NONCIRCULATED VOLUMES RESHELVED: Library volumes removed from the library shelf by a library user not for the purposes of circulation. Normally these volumes are left on tables or in other library areas, at which time library pages may return them to the appropriate location on the shelves. Circulated materials which have been returned for discharge and reshelving should not be included in this category.**

INSTRUCTIONS

Format IV-E.3 requires circulation data on print and microform holdings only. Data entered here are intended as a measure against holdings information provided in Format III-A.3. Where young adult and children's collections are combined, circulation date should be entered under the children division. If desired, Format IV-E.3 can be completed on an individual service outlet basis. In this case the service outlet should be identified in the space provided in the upper right hand corner.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____
DATES OF TYPICAL WEEK _____

FORMAT IV-E.4

LIMITED AND EQUIPMENT CIRCULATION
AND IN-LIBRARY COLLECTION USE

	Service Outlet	Number of Dial Access Transactions *(per typical week)*	Number of Noncirculated Volumes Reshelved *(per typical week)*	Reserve Collection: Titles Placed On Reserves *(annually)*	Reserve Collection: Number of Reserve Circulation Transactions *(annually)*	Number of Equipment Circulation Transactions *(annually)*
	Central Library					
Branch Libraries *(SPECIFY)*						
Other Service Outlets *(SPECIFY)*						
	Total Transactions By Type					

219

FORMAT IV-E.4

LIMITED AND EQUIPMENT CIRCULATION
AND IN-LIBRARY COLLECTION USE

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Lib raries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE OUTLETS: See Format II-B.1, Organizational Characteristics of Public Libraries.

DIAL ACCESS: Dial access is the distribution of instruction and educational information by cable and/or microwave link within a library or between two or more institutions or libraries. The transmission may take the form of radio, television, or computer data and there may be a computer or computer terminal at any point on the network or communication system. Input and output devices may take the form of teletypewriters or other input and output devices.**

NON-CIRCULATED VOLUMES RESHELVED: See Format IV-E.3, Circulation of Print/Print Facsimile Holdings by User Divisions.

RESERVE COLLECTION: Materials which have been removed from the general circulating collection and set aside in a library or media center so that they will be on hand for a certain course of study in progress. Usually the circulation and length of loan of items in a reserve collection are restricted so that they will be available to those who have need of them within a limited time period. (7)*

Titles Placed on Reserve: The number of titles (excluding duplicates) which have been removed from the general circulating collection and placed in the reserve collection. **

Reserve Circulation Transaction: Loans made by library staff to the library's clientele from a reserve collection. Typically, the reserve loan period is less than that for the general collection.**

EQUIPMENT CIRCULATION TRANSACTION: The loan (or rental) of the library's equipment resources to a direct borrowers.**

INSTRUCTIONS: Report all dial access transactions and reshelving statistics occuring during a typical week (preferably the same week as that used for Format IV-E.1, Hours of Service and Facility Available to Library Clientele). Equipment and reserve figures required in Format IV-E.4 are based on annual data, and <u>not</u> a typical week.

DEVELOPMENTAL

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____
DATES OF TYPICAL WEEK _____

FORMAT IV-E.5

INFORMATION SERVICES ACTIVITY LEVEL

		Information Contacts				
	Service Points *(specify)*	Number of Information Service Hours *(per typical week)*	Number of Directional Transactions *(per typical week)*	Number of Reference Transactions *(per typical week)*	Number of group Transactions About Lib. or Lib. Resources *(annual)*	Number of Noncirculated Reference Volumes Reshelved *(per typical week)*
Central Library						
Branch Libraries						
	Total Information Contacts by Type					

FORMAT IV-E.5

INFORMATION SERVICES ACTIVITY LEVEL

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Availability to Library Clientele.

SERVICE POINT: See Format III-A.5, Reference Holdings by Material Type.

CENTRAL LIBRARY: See Format II-B.1. Organizational Characteristics of Public Libraries.

BRANCH LIBRARY: For Academic Branch Libraries, See Format II-A.1, Organizational Characteristics of Academic Libraries; for Public Libraries, See II-B.1, Organizational Characteristics of Public Libraries.

INFORMATION SERVICE HOURS *(per typical week)*: The total number of hours during a typical week in which an information service point is staffed and prepared to provide information service to the library's clientele.**

INFORAMTION CONTACTS: An information contact is an encounter in person, by telephone, mail or other means, between a member of the reference/information staff and a user, in which information is sought or provided. (36)

Directional Transaction: A directional transaction is an information contact which facilitates the use of the library in which the contact occurs, and its environs, and which may involve the use of sources describing that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions are: (1) directions for locating facilities such as restrooms, carrels, and telephones; (2) directions for locating library staff and users; (3) directions for locating materials for which the user has a call number; (4) supplying materials such as paper and pencils, and (5) assisting users with the operation of machines. (36) *NOTE: A contact which includes both reference and directional service should be counted as one reference transaction, and excluded from this category.*

Reference Transaction: A reference transaction is an information contact which involves the use, recommendation, interpretation, or instruction in the use of one or more information sources, or knowledge of such sources,by a member of the reference/information staff. Information sources include: (1) print and nonprint materials; (2) machine-readable data bases (including computer-assisted instruction); (3) library bibliographic records, excluding circulation records; (4) other libraries and institutions; and (5) persons both inside and outside the library.

A question answered through utilization of information gained from previous consultation of such sources is considered a reference transaction even if the source is not consulted again. a contact which included both reference and directional service is one reference transaction. Duration should not be an element in determining whether a transaction is reference or directional. (36)

Group Transaction About the Library or Library Resources: A group transaction is an information contact in wich a staff member provides information service, usually intended for a number of persons, rather than an individualized response to a specific need of one or two persons at a time. Examples of group transactions are: lectures, library tours, book reviews and discussions, media presentations, and similar programs, instructional programs in research methods and similar programs. If a series of such presentations is made, each session should be counted separately. (36) *Note: Group transaction about the library or library resources are limited to those group presentations intended to instruct the attendees in use of libraries of library resources.*

Non-Circulated Volumes Reshelved: See Format IV-E.1, Hours of Service and Facility Availability to Library Clientele.

INSTRUCTIONS

Report all information contacts of main and branch library personnel whose assigned duties include provision of reference/information service. A staff member should report each contact for reference or directional assistance separately whether or not the user has already consulted the same staff member or another on the same information needed.

Each separate group receiving a presentation should be counted as one, regardless of the number of staff involved in a single group presentation. Exclude presentations made as part of the library's Instructional Services. Group presentations should be counted on an annual basis. For the purposes of Format IV-E.5, report only presentations made regarding the library, library resources, or instruction in the use of library resources. Such presentations, even if not conducted by a member of the information service staff should be included. Reshelving statistics refer only to those volumes reshelved in collections maintained, and part of the information service point.

Remaining data are required on a typical week basis. Preferably the typical week should correspond to that for Format IV-E.1.

DEVELOPMENTAL

FORMAT IV-E.6

REFERENCE TRANSACTIONS BY TYPE

FICE/LIBGIS CODE _____
FISCAL PERIOD ENDING _____
DATES OF TYPICAL WEEK _____
(Service point _____)

Service Point (specify) \ Type of Reference Transaction	Number of Reference Transactions								Total Reference Transactions By Service (row total)
	Catalog Information	Readers or Research Advisory	Fact-Finding	Literature Searches of: Collection	Data Bases*	Other Sources	Community Referral	Other	
Central Library									
Branch Libraries (specify)									
Other Service Outlets (specify)									
Total Reference Transactions by Type (column total)									

* Machine Readable Bibliographic Data Bases

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FORMAT IV-E.6

REFERENCE TRANSACTIONS BY TYPE

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE POINT: See Format II-A.5, Reference Holdings by Material Type.

REFERENCE TRANSACTION: See Format IV-E.5, Information Services Activity Level. Types of reference transaction are:

Catalog Information Transaction: A reference transaction which specifically requires instruction in the use of the library catalog, or requires a search of the catalog for a specific work, or works by a specific author, or works on a particular subject. Catalog searches resulting from bibliographic searches during the course of the information contact should be excluded and counted as bibliographic searches.**

Readers or Research Advisory Transaction: A reference transaction which involves consultation for reading or research problems, recommendations of books and a reading or research program, or instruction in the use of the library and its resources (beyond catalog use). Exclude class instruction in reading,such as right-to-read programs, which specifically address reading and are not primarily intended to upgrade library skills and which should be considered under Instructional Services.**

Fact-Finding Transaction: A reference transaction involving a question of a factual nature which can be addressed readily and often for which a standard reference took, entry in a reference file, or knowledge of the staff member is sufficient to provide the answer.**

Literature Search Transaction: A reference transaction which involves extensive scouting of indexes, bibliographies, and machine readable literature data bases as well as the library's own monographs and serials, in order to locate information on the subject of inquiry. (7)** Selective dissemination of information (SDI) or bibliographies developed in anticipation of users' requests, or on a recurring basis should not be included in this category.** Categories of literature search are:

Literature Search of the Collection: A reference transaction which involves extensive scrutiny of indexes and bibliographies in print or print facsimile, as well as materials in the library collection, in order to locate information on the subject of inquiry.**

Machine-Readable Bibliographic Data Base Literature Search: A reference transaction involving a subject (or other) search of a machine-readable data base for the purposes of yielding a bibliography or list of citations specifically addressing the subject of the inquiry.**

Other Literature Search: Any literature searches not named or defined above, or any literature searches which entail both manual and machine searches.

Community Referral Transaction: A reference transaction which involves the provision of information about community activities, community services or agencies, and community calendars. Such a transaction typically requires the determination of the user's need and the appropriate agency-information referral to meet this need. Community service and resource referral files may be consulted.**

Other Reference Transactions: Other reference transactions not identified above.**

INSTRUCTIONS

Format IV-E.6 is an optional refinement on reference transactions, as considered in Format IV-E.5. All reference transactions occurring during a typical week should be counted in Format IV-E.6.

FICE/LIBGIS CODE _____
FISCAL PERIOD ENDING _____
DATES OF TYPICAL WEEK _____
(Service Point: _____)

FORMAT IV-E.7

DURATION OF REFERENCE TRANSACTION BY TYPE

Duration Time Intervals / Type of Referral Transaction	Number of Reference Transactions								Total Ref. Transactions By Duration (Row Total)
	Catalog Info Transactions	Readers or Research Advisory Transactions	Fact-Finding Transactions	Literature Search Transaction			Community Referral Transaction	Other Referral Transactions	
				Of Collection	Of Machine Readable Bibliographic Data Base	Of Other Sources			
Less than 5 minutes									
5 to 15 minutes									
15 to 30 minutes									
30 to 60 minutes									
More than one hour									
Total number of Ref. transactions by type (Column Total)									

FORMAT IV-E.7

DURATION OF REFERENCE TRANSACTION BY TYPE

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE POINT: See Format III-A.5, Reference Holdings by Material Type.

REFERENCE TRANSACTION TYPES: See Format IV-E.6, Reference Transactions by Type.

TRANSACTION DURATION: The time (in minutes) of the information contact of a staff member. Duration includes only that time in which the transaction is being processed. This excludes lag or waiting time (as in transit, or waiting for search, etc.). Duration intervals are:

Less than 5 minutes
5 to 15 minutes
15 to 30 minutes
30 to 60 minutes
More than an hour.

INSTRUCTIONS: Format IV-E.7 is an optional refinement of reference transactions as considered in Format IV-E.5. All reference transactions occuring during a typical week should be included in Format IV-E.7. If desired, this format may be employed for each information service point separately. In this case, the service point should be identified in the space provided in the upper right hand corner.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____
DATES OF TYPICAL WEEK_____
*Service Point*_____

DEVELOPMENTAL

FORMAT IV-E.8

FACT-FINDING REFERENCE TRANSACTIONS BY SOURCE OF ANSWER

Information Sources	Number of Fact-Finding Transactions Answered *(per typical week)*	Number of Fact-Finding Transactions Assisted *(per typical week)*
Staff person		
Reference Files		
Material in Ready Reference Collection		
Material in General Reference Collection		
Material in General Collection		
Other		

FORMAT IV-E.8

FACT-FINDING TRANSACTIONS BY SOURCE OF ANSWER

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE POINT: See Format II-A.5, Reference Holdings by Material Type.

FACT-FINDING TRANSACTION: See Format IV-E.5, Information Services Activity Level.

SOURCE OF ANSWER: The resource -- human, collection or other -- which provided the information requested by the user.**

SOURCE OF ASSISTANCE: The resource -- human, collection or other -- which provided either partial information requested by the user or provided assistance in locating the source of the answer.**

INFORMATION SOURCE: A resource -- human, collection or other -- from which information is sought or provided.**

Staff Person: A library employee, who either by experience or eduation, provided the requested information to the user without the assistance of other information sources.**

Reference Files: A list or group of records created by the library staff which contain pieces of information useful to reference transactions.**

Ready Reference Collection: A specific collection of reference materials, typically of standard reference tools, set aside from the general reference collection, providng information of a factual nature. Examples of materials in ready reference include almanacs, dictionaries and directories.**

General Reference Collection: All those material information sources held in reference collections which are not part of the ready reference collection.**

General Library Collection: That portion of the library's material resources which is available to the library's clientele through general circulation, and which is not held in special collections.

Other Information Source: Any source not defined above. Included here are sources outside the library.

INSTRUCTIONS

Format IV-E.8 is intended as an optional refinement of fact-finding reference transactions described in Format IV-E.6 and Format IV-E.7. Data required are the source from which the answer to the question was supplied, and any sources which assisted in the location of that information. The time frame employed is the typical week. Preferably, the typical week for Format IV-E.8 should be the same as that for Format IV-E.7.

For some purposes, it may be appropriate to complete Format IV-E.8 separately for each service point. In this case, the service point should be specified in the space provided.

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____
DATES OF TYPICAL MONTH_____

DEVELOPMENTAL

FORMAT IV-E.9

LITERATURE SEARCH TRANSACTIONS OF MACHINE READABLE DATA BASES BY DATA BASE

Machine Readable Bibliographic Data Base *(specify)*	Number of Literature Searches Conducted *(per typical month)*	Number of Entries Produced from Searches *(per typical month)*	Number of Entries Requested by User *(per typical month)*	
			Through Circulation	Through ILL

FORMAT IV-E.9

LITERATURE SEARCH TRANSACTIONS OF MACHINE READABLE DATA BASES BY DATA BASE

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL MONTH: A typical month is a month in which the central library and other service outlets are generally open during regular hours for the library's clientele, and in which the library's clientele utilize the library on a normal basis.**

MACHINE READABLE BIBLIOGRAPHIC DATA BASE: See Format II.A.1, Organizational Characteristics of Academic Libraries.

LITERATURE SEARCH: See Format IV-E.6, Reference Transactions by Type.

ENTRY: A record of a bibliographical entity in a catalog or list (41)

CIRCULATION: See Format III-D.4, Inventory of Special Equipment.

INTERLIBRARY LOAN: Material sent in answer to specific title, author, or ILL subject requests made between libraries or library agencies that are not under the same administration (i.e., interbranch and intracampus lending and borrowing are excluded). (11)**

INSTRUCTIONS

Format IV-E.9 is an optional refinement of the literature searches of machine readable data bases appearing in Format IV-E.6 and Format IV-E.7. Data in each row reflect the combined results of all literature searches conducted during the month for the data base named. The data base (as opposed to the vendor) should be specified. Entries generated by each search of the particular data base should be totaled. Determining the entries requested by the user through either circulation or interlibrary loan may require follow-up of the user's activity. Therefore, if this information cannot be readily determined, it may not be sufficiently advantageous to complete the final two columns of Format IV-E.9.

INSTRUCTIONS (continued)

A typical month is the time frame employed in Format IV-E.9. The rationale for this extended time observation is the expected frequency with which such searches occur. However, for some libraries extensive demand for this service may encourage examination of data on a typical week base rather than on a typical month.

DEVELOPMENTAL

FICE/LIBGIS CODE_____
FISCAL PERIOD ENDING_____
DATES OF TYPICAL MONTH_____

FORMAT IV-E.10

SELECTIVE DISSEMINATION OF INFORMATION

Bibliographic Data Base Searched (specify)	Number of SDI Searches Conducted	Number of Entries Produced	Number of Persons Receiving SDI Bibliography	Number of Entries Requested	
				Through Circulation	Through ILL

FORMAT IV-E.10

SELECTIVE DISSEMINATION OF INFORMATION

DEFINITIONS

FICE CODE: See Format II-A.1, Organizatinal Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL MONTH: See Format IV-E.9, Literature Search Transactions of Machine Readable Data Bases.

BIBLIOGRAPHIC DATA BASE. A data base is a file or collection of files of data (information). A bibliographic data base is one in which the information (data) is bibliographic records, indexed and cross-referenced in such a way as to make a subject search one of its major uses. (15)**

SELECTIVE DISSEMINATION OF INFORMATION (SDI): The gathering and distribution of information about a specific topic and to a particular audience. Typically, SDI is a recurring activity on a regular basis, and provided according to the specific interest or specification (SDI Profile) of the client. Most Often, SDI is a product of a search of machine-readable data base. However, SDI may also be the result of a literature search of printed indexes and abstracts.**

Selective Dissemination of Information (SDI) Search: Activity related to the accessing of bibliographic records on a particular topic (as specified by the user's SDI profile) for purposes of producing a bibliography for the user. Typically, such searches are conducted on a regular and recurring basis, and, thus, are differentiated from a reference transaction.**

ENTRY: See Format IV-E.9, Literature Search Transactions of Machine Readable Data Bases

CIRCULATION: See Format III-D.4, Inventory of Special Equipment.

INTERLIBRARY LOAN (ILL): See Format IV-E.9, Literature Search Transactions of Machine Readable Data Bases.

INSTRUCTIONS: Format IV-E.10 is developmental and intended for those libraries providing SDI. Although SDI may be handled variously by reference staff or acquisitions staff, SDI activity is considered an information service activity and should be included here. Data on SDI searches should be collected over a typical month. Both manual and machine searches should be included. Information in each row reflects the combined results of searches conducted during the month for the data base named. Entries and activity (i.e., circulation and ILL) generated by individual searches of the same data base should be totaled. Determining the number of entries requested by the user through circulation or ILL may require follow-up of the user's activity. For this reason, it may not be sufficiently advantageous for the particular library to complete the final two columns.

FICE/LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____

FORMAT IV-E.11

BIBLIOGRAPHIES AND SPECIAL CATALOGS COMPILED BY
LIBRARY STAFF FOR GENERAL DISTRIBUTION

Topic of Bibliography or Special Catalog *(specify)*	Number of Entries Listed in Bibliography	Number of Copies of Biblio-graphy Distributed	Number of Staff Hours Devoted to Compilation of Bibliography

FORMAT IV-E.11

BIBLIOGRAPHIES AND SPECIAL CATALOGS COMPILED BY LIBRARY STAFF FOR GENERAL DISTRIBUTION

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

BIBLIOGRAPHY: See Format III-A.6, Bibliographic Holdings in Reference Collections.

SPECIAL CATALOG: A list arranged in an established order which records and describes a set of resources held in the library. Typically special catalogs pertain to holdings in a special collection of the library.**

TOPIC OF BIBLIOGRAPHY OR SPECIAL CATALOG: The central theme or subject to which entries in the bibliography or special catalog apply.**

ENTRY: See Format IV-E.9, Literature Search Transactions of Machine Readable Data Bases.

COPY: A single specimen of a printed work. (20)

STAFF HOURS DEVOTED TO COMPILATION OF BIBLIOGRAPHY: The employee time (in hours) paid for by the library which is specifically devoted to the determination and extraction of entries for inclusion in the bibliography. Time devoted to the production (typing, copying, etc.) should not be included.**

INSTRUCTIONS: Include in Format IV-E.11 only those bibliographies and special catalogs intended for wide distribution (as opposed to reference transactions, SDI and public catalogs) and for which the library is responsible for publishing. Bibliographies or special catalogs which are commercially published and sold through a commercial firm should not be included. However, those bibliographies which are sold by the library at full or partial cost-recovery should be included. Exclude new acquisition lists which are a by-product of routine materials acquisition. The figures contained in Format IV-E.11 should reflect the number of bibliographies and special catalogs produced during the fiscal period covered.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT IV-E.12

INTERLIBRARY LOAN ACTIVITY

	Type of Material / Type of ILL Activity	Print/Print Facsimile: Books	Print/Print Facsimile: Periodicals	Print/Print Facsimile: Other Print/ Print Facsimile	Nonprint Materials	Total Activity *(Row Totals)*
BORROWING ACTIVITY	Number of Items Requested					
	Number of Borrowing Requests Issued To: Academic Libs.					
	Public Libs.					
	State Libs.					
	Special Libs.					
	Other					
	Number of Requests Filled Within User Specified Time					
LENDING ACTIVITY	Number of Lending Requests Rec'd. From: Academic Libs.					
	Public Libs.					
	State Libs.					
	Special Libs.					
	Other					
	Number of Lending Requests Filled in Original Format					
	in Reproduced Form.					
BULK LOANS	Items Lent					
	Items Borrowed					

FORMAT IV-E.12

INTERLIBRARY LOAN ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

MATERIAL TYPES: See Format III-A.2, Bibliographic Holdings by Collection Categories.

INTERLIBRARY LOAN: See Format IV-E.9, Literature Search Transactions of Machine Readable Data Bases.

INTERLIBRARY LOAN BORROWING ACTIVITY: The activity of a library related to requesting and obtaining, from other libraries, materials requested by library clientele.

Item Requested: The material requested from another library for a patron of the reporting library. An item requested should be counted only once regardless of the number of libraries queried for the item requested.**

Borrowing Requests: A query sent to another library for an item requested by a patron of the reporting library. Such borrowing requests should be counted whether or not the request is filled.**

Requests Filled within User Specified Time: Materials supplied to the patron in response to a borrowing request and within the time in which the materials is still needed for the patron.

INTERLIBRARY LOAN LENDING ACTIVITY: The activity associated with lending materials from the library's resources to other libraries or furnishing photocopies of materials requested by other libraries. Such activity should be in response to a specific borrowing request from another library as distinguished from bulk loans.

Lending Requests: A request sent from another library for materials believed to be owned by the reporting library.**

Filled Lending Requests: The material requested is loaned to the requesting library, or a photocopy of material requested is supplied to the requesting library.**

In Original Format: Those items that are loaned to another library from the reporting library's collection in the same form in which it resides in the collection (e.g., book, film, record, etc.) and are intended for return to the reporting library.**

In Reproduced Format: A facsimile reproduction of an item (e.g.,a photocopy) provided in order to fill a lending request. Typically, reproduction costs are paid by the requesting library and the material is not intended for return to the reporting library. Included in this category are photocopies of articles from journals, a cassette copy of a record, microform reproduction, and so forth.**

BULK LOANS: Collections of materials lent by one library or agency to another library or agency usually for an extended period of time. These collections remain under the administration of the lending library and should be included in the holdings count of the lending library.**

LIBRARY TYPES:

Academic Library: See Format II-A.1, Organizational Characteristics of Academic Libraries.

Public Library: See Format II-A.1, Organizational Characteristics of Academic Libraries.

State Library: See Format II-B.1, Organizational Characteristics of Public Libraries.

Special Library: A library maintained by a business firm, association, government agency, or other organized group whose collections are for the most part limited in scope to the subject area of interest to the sponsor. (7)

Other: Any library or agency not listed or defined above.

INSTRUCTIONS: Format IV-E. 12 should be completed on an annual basis. Distinction is necessary between requests or queries made and the actual number of items requested.

FICE/LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____
*Service Outlet*_____

FORMAT IV-E.13

COLLECTION ADDITION AND WITHDRAWAL ACTIVITY
(PHYSICAL UNITS)

Material Type	Number of Physical Units Added During Year	Number of Physical Units Removed During Year
Print Materials *(Excluding government documents held in separate collection)* Books		
Bound Periodicals		
Unbound Periodicals & Newspapers		
Other Print		
Printed Government Documents *(Held in separate collections)*		
Print on Microform		
Audiorecordings		
Computer Materials		
Electronic Display Materials		
Projected and Magnified Mat'ls		
Pictorial Representations		
Three-Dimensional Materials		
Other Nonprint Materials		

Number of physical units in rental collections _____
Percent of rental collection units which were eventually purchased_____

FORMAT IV-E.13

COLLECTION ADDITION AND WITHDRAWAL ACTIVITY
(PHYSICAL UNITS)

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

MATERIAL TYPES: See Format III-A.2, Bibliographic Holdings by Collection Categories.

PHYSICAL UNITS: See Format III-A.1, Holdings by Material Types.

Physical Units Added: The number of volumes or other unit measure required by the library.

Physical Units Removed: The number of volumes or other unit measure removed (e.g., sold, exchanged, discarded) from the collection.

RENTAL COLLECTIONS: A group of selected books that are loaned to the library for a small fee and which are typically rented to the library by a commercial firm.

INSTRUCTIONS

Format IV-E.13 requires a count of the physical units of all materials added to, withdrawn from, or rented to the library during the fiscal period reported. Those materials which are rented by the library and even items which are removed from the collection for purposes of binding should be included in withdrawal statistics only if the physical count is changed. For instance, if twelve issues of a periodical are removed from the collection for binding, and returned to the collection as one physical volume, then twelve should be added to the number of physical units removed from unbound periodicals, and one should be added to bound periodical physical units added. Conversion of materials from print to microform should be counted similarly.

INSTRUCTIONS (continued)

Format IV-E. 13 may be completed for the entire library or separately for each service outlet. If completed on the latter basis, the service outlet should be specified in the space provided. For analytical purposes, it may be appropriate to distinguish between those materials removed from a particular service outlet and added to the collection of another service outlet. In addition to service outlets, supporting storage collections should be considered.

FICE/LIBGIS CODE_____
FISCAL PERIOD FROM_____
TO_____
SERVICE OUTLET _____

FORMAT IV-E.14

COLLECTION DEVELOPMENT ACTIVITY

Categories of Print and Print Facsimile Materials	Number of Titles Added During Year	Number of Titles Removed During Year
Books and Bookstock		
Periodicals		
Newspapers		
Other Print and Print Facsimile		

Number of titles requested for order by users which are already on order or in collection_____

FORMAT IV-E.14

COLLECTION DEVELOPMENT ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

CATEGORIES OF PRINT AND PRINT FACSIMILE: See Format III-A.2, Bibliographic Holdings by Collection Categories.

TITLES: See Format III-A.2, Bibliographic Holdings by Collection Categories.

Titles Added: The number of new titles acquired by the library.

Titles Removed: The number of titles (last copies) removed from the collection.

INSTRUCTIONS: Format IV-E.14 requires a count of the number of titles added to and withdrawn from the library collection during the fiscal period reported. Only the last copy of a title removed from the collection should be included.

Format IV-E.14 should be completed for the entire library (including branches). However, for certain purposes, it may be appropriate to examine title counts at individual service outlets. If completed on the latter basis, the reporting institution should be aware that these separate counts will not correspond to the overall title holdings of the entire library (since titles held in separate service outlets may duplicate holdings elsewhere). Therefore, for purposes of reporting to external agencies, the holdings of the entire library (including branches) should be measured. If a title count is taken separately from each of the service outlets for internal purposes, the service outlet should be specified in the space provided.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT IV-E.15

MATERIALS ACQUISITIONS ACTIVITY

Type of Activity	Number (Volume) of Activity
Order Cards Generated	
Purchase Orders Initiated	
Placed	
Cancelled	
Blanket Orders Items Retained	
Items Returned	
Standing (Continuation) Orders Maintained	
Items Claimed *(excluding materials on subscription)*	
Purchased Items Received *(excluding materials on subscription)*	
Gifts and Exchange Items Received	
Items Retained	

FORMAT IV-E.15

MATERIALS ACQUISITIONS ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

ORDER CARD: A form for recording information used in ordering library materials. Order cards may be manually or automatically produced, manually or automatically stored. Also called order request card (ORC).**

PURCHASE ORDER: A written or computer produced order placed with a vendor or publisher for materials available for purchase. Information included on a purchase order usually includes title, author, publisher, a vendor's control number and price. A single purchase order for two or more items should be counted as one.**

Purchase Orders Initiated: Order cards completed and order prepared but not necessarily issued to vendor or publisher.**

Purchase Orders Placed: Purchase order sent to vendor or publisher.**

Purchase Orders Cancelled: Purchase orders rescinded after being placed but before delivery of ordered item(s).**

BLANKET PURCHASE ORDER: An order with a vendor for all titles on a certain subject or by a certain author. Also called "Approval Plan."**

Retained: Those items obtained through a blanket purchase order which are reviewed and kept for the library's collection.**

Returned: Those items obtained through a blanket purchase order which are reviewed and returned to the vendor or publisher.**

STANDING (CONTINUATION) ORDER: A general direction to a vendor or publisher to supply future issues of a continuation as issued until otherwise notified. (20)**

CLAIM: An inquiry placed by a vendor or publisher concerning items ordered but not received by the library within a reasonable length of time. Typically, this activity involves contacting the vendor or publisher, and maintaining records regarding the claim. Also called "orders traced".**

PURCHASED ITEM: All library materials which are not received through gift or exchange.**

GIFTS AND EXCHANGES: The acquisition of library materials by gift, or in exchange with another institution for publications of that institution. (7)*

Received: Items obtained by the library through gift or exchange.**

Retained: Items obtained by the library through gift or exchange which are reviewed and kept for the library's collection.**

INSTRUCTIONS

Format IV-E.15 is intended as an overview of acquisitions activity throughout the fiscal year. Purchase orders should be counted on a per order basis, rather than a per item basis.

FICE/LIBGIS CODE _____
FISCAL PERIOD _____

FORMAT IV-E.16

MATERIALS ORGANIZATION ACTIVITY

1. Classification System Employed

LC (Library of Congress) classification	☐	Check one
Dewey classification	☐	
Other (*specify*)_____	☐	
Without revision	☐	Check one
With some revision	☐	
With much revision	☐	

2. Classification revisions *(check as many as apply)*

Classification adjustments are made for different service outlets.	☐
Reclassification from one classification system to another is presently in progress.	☐
Revision of classification for older holdings is performed on a regular and ongoing basis.	☐
Other classifications revisions *(specify)* _____	☐

3. Subject headings list employed

Sears	☐	Check one
Library of Congress	☐	
Other *(specify)* _____	☐	
Without variation	☐	Check one
With little variation	☐	
With much variation	☐	

4. Authority File (check as many as apply)

No authority file is maintained by this library	☐
A full authority file is maintained by this library	☐
No cross-references are registered in this library's authority file	☐
"See" references are registered in this library's authority file	☐
"See Also" references are registered in this library's authority file	☐

FORMAT IV-E.16

MATERIALS ORGANIZATION ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

#1 CLASSIFICATION SYSTEM: A systematic scheme for the arrangement of books and other materials according to subject or form. Also, the assigning of books to their proper places in a system of classification. (20)

Library of Congress Classification: A system of classification for books developed by the Library of Congress for its collections. It has a notation of letters and figures that allows for expansion. (20)

Dewey Classification: The classification scheme for books devised by Melvil Dewey, which divides human knowledge into ten main classes, with further decimal division, using a notation of numbers. (20)**

Other Classification: Any classification scheme not identified or defined above.**

#2 CLASSIFICATION REVISION: The process of selectively altering a defined classification scheme to meet the requirements of the library.**

#3 SUBJECT HEADING: A word or group of words indicating a subject under which all material dealing with the same theme is entered in a catalog or a bibliography, or is arranged in a file. (20)

Sears: A Sears subject headings list.**

Library of Congress: A subject headings list developed by the Library of Congress.

Other: Any subject heading scheme not identified or defined above.

#4 AUTHORITY LIST OR FILE: An official list of forms selected as headings in a catalog, giving for author and corporate names and for the forms of entry of anonymous classics the sources used for establishing the forms, together with the variant forms. If the list is a name list, it is sometimes called Name List and Name File. (20)

CROSS-REFERENCE: A direction from one heading to another. Also called Reference. (20)

"See" Reference: A direction in a catalog from a term under which no entries are listed to a term or name under which entries are listed. Other terms used are "See" Cross-References, "See" Subject References, "See" Cards and "See" Reference Card. (20)

"See Also" Reference: A direction in a catalog from one term or name under which entries are listed to another term or name under which additional or allied information may be found. (20)

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT IV-E.17

CATALOGING ACTIVITY

Material Type / Cataloging Activity Type	Number of New Titles Cataloged Through: Original Cataloging	Derived Cataloging	Brief Cataloging	Total New Titles Cataloged	Number of Titles Re-cataloged or Reclassified	Number of Added Copies/ added volumes processed
Print and Print Facsimile Materials						
Monographs						
Serials						
Other Print/Print Facsimile						
Nonprint Materials						

Percent of Derived Cataloging which is:

Obtained precataloged (through centralized processing or vendor) _____

Cataloged with Library of Congress (LC) card or copy in hand _____

Cataloged using National Union Catalog (NUC) copy _____

Cataloged using Cataloging-in-Publication (CIP) record _____

Cataloged using automated network records (e.g.,OCLC,BALLOTS _____

Cataloged using another secondary source _____

FORMAT IV-E.17

CATALOGING ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

MATERIAL TYPES:

Print and Print Facsimile Materials: See Format III-A.2, Bibliographic Holdings by Collection Categories.

Monograph: A treatise on a particular subject, usually detailed in treatment but not extensive in scope. It is generally a book or pamphlet, but need not be bibliographically independent. (7)

Serial: A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series. (7)

Other Print or Print Facsimile: Any print or print facsimile not defined or specified above.

Nonprint Materials: See Format III-A.4, Semester Credit Hours Taught and Collection Categories by Academic Programs-Academic Libraries

TITLE See Format III-A.2, Bibliographic Holdings by Collection Categories.

New Title: A title not previously held by the library.**

CATALOGING ACTIVITY: Activities related to the identification and bibliographic description of library materials.** Types of cataloging are:

Original Cataloging: Determination of the descriptive material to be contained in the bibliographic record, from the physical item. (15)

Derived Cataloging: The classification and description of an item using a source other than the physical item for bibliographic information (e.g., LC cards, commercial cards, automated system, etc.). This bibliographic information may be altered to fit the needs and uses of the library.**

Brief Cataloging: The classification and description of an item in an abbreviated form so that the item can be used or circulated immediately. Also called "Fast-Cat,", rush cataloging or abbreviatec cataloging.**

Recataloging or reclassification: The altering of the classification and/or description of a segment of the catalog and a portion of the library's collection in order to better meet the needs of the library.**

ADDED COPY/ADDED VOLUME (AC/AV): An added copy is a duplicate of material already in a library, if it is added, or to be added, to the library. Sometimes called duplicate, and several added copies may be known as multiple copies. (20) An added volume is a continuation of a title already in a library if it is added or to be added, to the library.

DERIVED CATALOGING SOURCE: The resource employed for the derivation of a description and classification of a title. ** Types of derived cataloging sources are:

Precataloged Material: An item which is accompanied by catalog cards obtained through purchase, contract or agreement from a commercial concern or library. (7)

Library of Congress (LC) Card or Copy: Catalog cards, proof slips or register of cataloging records provided through the Library of Congress. This does not include LC cataloging provided through commercial card services who use other than LC catalog records.**

National Union Catalog (NUC): A register of location for materials owned by libraries throughout the country. Included in NUC are copies of complete catalog records.**

Cataloging-in-Publication (CIP): Bibliographic record of a title found on the title page verso of the publication.**

Automated Network Catalog Record: A record held by a network system containing bibliographic descriptions for library materials usually accessed through a computer terminal. (15)**

Secondary Source: Card services which provide both LC and other catalog records, other than above listed, or other sources not defined or described above.**

INSTRUCTIONS

Format IV-E.17 requires a count of materials processed through cataloging. All such materials should be included regardless of format or intended housing. Only new titles should be included under original, derived and brief cataloging. Only derived cataloging should be considered under the Percent of Derived Cataloging allocations in the final display in Format IV-E.17.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____
CATALOG NAME _____

FORMAT IV-E.18

CATALOG AND CATALOG MAINTENANCE ACTIVITY

Catalog Activity	Number of Catalog Records
Catalog Records	
Added to Catalogs	
Withdrawn from Catalogs	
Replaced with New Records	
Produced In-Library	
Produced Via External Agency	

FORMAT IV-E.18

CATALOG AND CATALOG MAINTENANCE ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

CATALOG NAME: The identifiers which define and describe the catalog (e.g., shelf list, branch name, etc.)**

CATALOG RECORD: One of the records or entries composing a catalog. The medium upon which the record is produced is dependent upon the format of the catalog. For example, a catalog card is a catalog record in a card catalog.**

Catalog Records Added to Catalog: Records new to the catalog are interfiled in the catalog.**

Catalog Records Withdrawn from the Catalog: Records relating to a holding which has been withdrawn from the collection are removed from the catalog.**

Catalog Records Replaced with New Records: Catalog records which are faulty, or disintegrating are removed and replaced with corrected or new records.**

Catalog Records Produced In-Library: Catalog records are typed or reproduced in the library by library staff.**

Catalog Records Produced via External Agents: Records are produced by a vendor, network or processing agent.**

INSTRUCTIONS

Format IV-E.18 requires catalog production records for the entire fiscal period. Any record entry in a catalog should be included. If desired, Format IV-E.18 can be completed separately for each catalog maintained by the library. In this case, the catalog should be designated in the space provided.

FICE/LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____

FORMAT IV-E.19

MATERIALS PROCESSING ACTIVITY

Materials Processing Activity Type	Number of Volumes
Physical Processing of New Volumes	
In-Library	
Received Preprocessed	
Binding	
Volumes Bound In-Library	
Volumes Bound On-Campus	
Volumes Bound Commercially	
Rebinding	
Volumes Rebound In-Library	
Volumes Rebound On-Campus	
Volumes Rebound Commercially	
Volumes Bound in Pamphlet Binders	
Volumes Covered or Reinforced	
Volumes Repaired or Mended	

FORMAT IV-E.19

MATERIALS PROCESSING ACTIVITY

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

VOLUME: See Format III-A., Holdings by Material Types.

New Volume: A volume which is new to the library collection.**

PHYSICAL PROCESSING: Activities related to the preparation of an item for the shelf including jacketing, affixing labels, pockets, and necessary stamps. This process may also include accessioning.**

Preprocessed: An item which has been physically prepared for use by a commercial concern or other agencies and obtained through purchase, contract, or agreement. Such physical preparation may include jacketing, pocketing, stamping, etc. (7)*

BINDING AND REBINDING: See Format IV-B.4, Collection Expenditures.

In-Library: Work done within the library facility, by library staff. **

Commercially: Work done by a commercial firm or other library for a fee.

On-Campus: Work done within the institution, but outside of the library, by institutional staff not paid directly by the library.**

Pamphlet Binder: A cover of pasteboard, with a gummed stitched binding strip, for holding one or more pamphlets. (20)

Covered or Reinforced: The process of strengthening the cover and/or backing on library materials so that they will hold up to regular library use.**

Repairing: The partial rehabilitation of a worn book, the amount of work done being less than the minimum involved in re-binding and more than the maximum involved in mending. Includes such operations as restoring cover and reinforcing at joints. Not to be confused with mending. (20)

Mending: Minor restoration of a book, not involving the replacement of any material or the separation of book from cover. Not so complete a rehabilitation as repairing. (20)

INSTRUCTIONS

Format IV-E.19 requires a volume count of materials processed through bindery or end-processing during the fiscal period covered.

IV-F USER MEASURES

FICE CODE _____
FISCAL PERIOD FROM _____
TO _____
CENSUS DATE _____

FORMAT IV-F.1

ACADEMIC LIBRARY USERS

	Academic Library User Types	Number of Users By Type	Number of General Circulation Transactions Generated By User Type
Student Population	Undergraduates (by discipline)		
	Graduates (by discipline)		
	Nondegree/Nondiploma/Noncertificate		
Institution Employee	Instruction/Research Personnel (by discipline)		
	Other Institution Employee		
Other User Types	Affiliated Alumni (actual Users)		
	Other Institutions/ Cross-Institutional		
	Community/County/District Residents		
	Other Users		
	Total		

FORMAT IV-F.1

ACADEMIC LIBRARY USERS

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

CENSUS DATE: See Format II-A.2, Population Characteristics of Academic Libraries.

DISCIPLINE: See Format II-A.2, Population Characteristics of Academic Libraries.

ACADEMIC LIBRARY USER: A member of the library's clientele which actually uses the resources or services of the library.** Types of academic library users are:

Undergraduate: See Format II-A.2, Population Characteristics of Academic Libraries.

Graduate: See Format II-A.2, Population Characteristics of Academic Libraries.

Nondegree/Nondiploma/Noncertificate: See Format II-A.2, Population Characteristics of Academic Libraries.

Employee: See Format II-A.2, Population Characteristics of Academic Libraries.

Affiliate/Alumnus: A library user who by virtue of his or her employmetn at an affiliated organization (e.g., research institute) or by virtue of past affiliation with the institution is eligible to, and does, borrow materials from the library.**

Other Institutions/Cross-Institutional User: A library user who by virtue of his/her affiliation with other academic institutions is eligible, and does, borrow materials directly from the library (i.e., exclude interlibrary loan).**

Community/County/District Resident: A library user who by virtue of his or her residence in the locale of the institution is eligible, and does, borrow materials directly from the library.**

Other: Any user types not defined or specified above.**

GENERAL CIRCULATION TRANSACTION: See Format IV-E.2, Service Outlet General Circulation Activity Levels. The number of circulation transactions during the year by academic population types.

INSTRUCTIONS

Format IV-F.1 is a comparison of circulation with population types of actual users, as presented in Format II-A.2. For many libraries, data on actual patrons may be non-existent. For this reason, although Format IV-F.1 is intended to address only actual use, population figures and gross circulation data may be the only available information. In this case, earlier formats reflect these data and should not be repeated in this format.

FICE CODE _____
FISCAL PERIOD FROM ____
TO ____
SERVICE OUTLET _____

FORMAT IV-F.2

USER DISCIPLINE VERSUS CATEGORY OF MATERIALS
ACADEMIC LIBRARIES

CATEGORIES OF COLLECTION / USER DISCIPLINE	Number of General Circulation Transactions					
	CATEGORY OF MATERIAL	CATEGORY OF MATERIAL	CATEGORY OF MATERIAL	CATEGORY OF MATERIAL	CATEGORY OF MATERIAL	CATEGORY OF MATERIAL
DISCIPLINE Undergraduate Graduate Instruction/research Other employee TOTAL						
DISCIPLINE Undergraduate Graduate Instruction/research Other employee TOTAL						
DISCIPLINE Undergraduate Graduate Instruction/research Other employee TOTAL						
DISCIPLINE Undergraduate Graduate Instruction/research Other employee TOTAL						

FORMAT IV-F.2

USER DISCIPLINE VERSUS CATEGORY OF MATERIALS
ACADEMIC LIBRARIES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

DISCIPLINE: See Format II-A.2, Population Characteristics of Academic Libraries.

LEVELS: See Format II-A.4, Semester Credit Hours Taught and Collection Categories by Academic Programs.

GENERAL CIRCULATION TRANSACTION: See Format IV-E.2, Service Outlet General Circulation Activity Levels.

CATEGORIES OF MATERIALS: See Format III-A.1, Holdings by Material Types.

INSTRUCTIONS

Format IV-F.2 is a refinement of Format IV-F.1. It is intended as a mapping of collection use to user types. These data are typically available through automated circulation systems, however they are costly to collect through manual systems.

It is recommended that materials be categorized by HEGIS discipline although Format IV-F.2 may be used for any desired categorization. The form is obviously abbreviated as the number of categories of user and materials are far greater is most academic institutions.

Format IV-F.2 may be completed separately for each service outlet. In this case the service outlet should be specified in the space provided.

FORMAT IV-F.3

LIBRARY USERS BY TYPE OF USE
ACADEMIC LIBRARIES

FICE CODE _____
FISCAL PERIOD ENDING _____
DATES OF TYPICAL WEEK _____
SERVICE OUTLET _____

During Typical Week

Purpose of Library Visit / User Discipline	To Circulate Material			To Consult Library Materials	To Utilize Library Services			To Study	Multiple Purposes	Other Purposes	Total Persons Entering Library by Discipline *(row totals)*
	From General Collect'n	From Resource Collect'n	From Other Collect'n		Information	ILL	Other				
DISCIPLINE Undergraduate Graduate Instruction/Research Other Employee TOTAL											
DISCIPLINE Undergraduate Graduate Instruction/Research Other Employee TOTAL											
DISCIPLINE Undergraduate Graduate Instruction/Research Other Employee TOTAL											
DISCIPLINE Undergraduate Graduate Instruction/Research Other Employee TOTAL											

FORMAT IV-F.3

LIBRARY USERS BY TYPE OF USE
ACADEMIC LIBRARIES

DEFINITIONS

FICE CODE: See Format II-A.1, Organizational Characteristics of Academic Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries

DISCIPLINE: See Format II-A.2, Population Characteristics of Academic Libraries.

LEVELS: See Format II-A.4, Semester Credit Hours Taught and Collection Categories by Academic Programs.

PURPOSE OF LIBRARY VISIT: The reason and eventual outcome of the patron for entering and using the library facility.**

To Circulate Materials: The borrowing of materials by the patron for use outside the library. In the case of reserve circulation, the use of library materials may be within or outside of the library facility.**

General Library Collection: See Format IV-E.8, Fact-Finding Transactions by Source of Answer.

Reserve Collection: See Format IV-E.4, Limited and Equipment Circulation and In-Library Collection Use.

Other Collection: Any collection of library materials not specified or defined above.**

To Consult Library Materials: The examination of library materials in the library in order to obtain the required information.**

To Utilize Library Services: To consult or obtain information from one of the services offered to the library.

Information Services: See Chapter I, Introduction.

Interlibrary Loan Services: See Chapter I, Introduction.

Other Services: Any services not included in circulation, information or interlibrary loan services.

To Study: The patron consults own materials and papers rather than the holdings of the library.

Multiple Purposes: Two or more of the above purposes are indicated by the patron.

Other Purposes: Any purposes not specified or defined above.

INSTRUCTIONS: Format IV-F.3 requires a special survey of library patrons entering the library. Information required includes discipline of patron, level or status in discipline, and purpose of visit. Because of the nature of special surveys, Format IV-F.3 is intended only for selected libraries which might need such information.

Format IV-F.3 may be completed separately for individual service outlets. In this case the service outlet should be specified in the space provided.

FORMAT IV-F.4

USER TYPE VERSUS COLLECTION USE
PUBLIC LIBRARIES

LIBGIS CODE _____
FISCAL PERIOD FROM _____
TO _____
SERVICE OUTLET _____

USER TYPE / COLLECTION CATEGORY	NUMBER OF CIRCULATION TRANSACTIONS						Total Circulation By User Type *(Row Totals)*
	FICTION			NON-FICTION			
	MATERIAL CATEGORY	MATERIAL CATEGORY	MATERIAL CATEGORY	MATERIAL CATEGORY	MATERIAL CATEGORY	MATERIAL CATEGORY	
PRESCHOOL							
CHILDREN							
YOUNG ADULTS							
ADULTS							
SENIOR CITIZENS							
TOTAL CIRCULATION BY TYPE OF MATERIAL *(Column Totals)*							

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FORMAT IV-F.4

USER TYPE VERSUS COLLECTION USE
PUBLIC LIBRARIES

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

USER TYPES: See Format II-B.2, Ethnic and Age Characteristics of Public Library Populations.

CIRCULATION TRANSACTION: See Format IV-E.2, Service Outlet General Circulation Activity Levels.

COLLECTION CATEGORIES: See Format III-A.1, Holdings by Material Types.

INSTRUCTIONS

Format IV-F.4 requires information on the user versus material type circulations. This information is only easily obtained through automated icrculation systems. Otherwise, the cost of data collection may outweigh the benefits of such information.

Material divisions, abbreviated in Format IV-F.4 are intended to be reported by topical categories. It is suggested that these conform in some measure to HEGIS discipline categories in order to make resource comparisons between public and academic libraries. However, for internal purposes, other divisions of the collection may be equally as appropriate.

Format IV-F.4 may be completed separately for individual service outlets. In this case, the service outlet should be identified in the space provided.

FORMAT IV-F.5

PUBLIC LIBRARY USERS BY TYPE OF USE

LIBGIS CODE _____
FISCAL PERIOD ENDING _____
DATES OF TYPICAL WEEK _____
SERVICE OUTLET _____

DURING TYPICAL WEEK

Purpose of Visit / User Type	To Circulate Library Materials	To Consult Library Materials	To Utilize Library Services				Other Service	To Study	Multiple Purposes	Other Purposes	Total Persons Entering library by Type of User
			Info. Services	Instructional Services							
				Story Hours	Community Source Program	Other					*(Row Totals)*
PRESCHOOL											
CHILDREN											
YOUNG ADULTS											
ADULTS											
SENIOR CITIZENS											
TOTAL PERSONS ENTERING LIBRARY BY PURPOSE OF VISIT *(Column Totals)*											

303

FORMAT IV-F.5

PUBLIC LIBRARY USERS BY TYPE OF USE

DEFINITIONS

LIBGIS CODE: See Format II-B.1, Organizational Characteristics of Public Libraries.

FISCAL PERIOD: See Format II-A.1, Organizational Characteristics of Academic Libraries

TYPICAL WEEK: See Format IV-E.1, Hours of Service and Facility Available to Library Clientele.

SERVICE OUTLET: See Format II-B.1, Organizational Characteristics of Public Libraries.

PURPOSE OF VISIT: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

To Circulate Materials: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

To Consult Library Materials: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

To Utilize Library Services: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

Information Services: See Chapter I, Introduction.

Instructional Services: See Chapter I, Introduction.

Story Hours: A period devoted regularly to the telling or reading of stories to children. Also known as Story Half Hours. (20)**

Community Service Programs: Lecture series, community meetings, movies, sponsored by the library for the community.**

Other Instructional Services: Any instructional services not specified or defined above.

To Study: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

Multiple Purposes: See Format IV-F.3, Library Users by Type of Use, Academic Libraries.

Other: Any purposes not specified or defined above.

INSTRUCTIONS: Format IV-F.5 requires a special survey of library patrons entering the library. Information required includes age group of patron and purpose of visit.

Material divisions, abbreviated in Format IV-F.5 are intended to be reported by topical categories. It is suggested that these conform in some measure to HEGIS discipline categories in order to make resource comparisons between public and academic libraries. However, for internal purposes, other divisions of the collection may be equally as appropriate.

Format IV-F.5 may be completed separately for individual service outlets. In this case, the service outlet should be identified in the space provided.

V. OUTCOME/PERFORMANCE DATA

INTRODUCTION

This section is concerned with outcome/performance measures. As noted in the Commentary, actual outcome measures are exceedingly difficult to articulate and measure. Thus, this project has focused on the determination of a series of performance measures, which measure the level of objective attainment within the library.

Figure 4 is intended to provide an overview of the programmatic categories at a level of refinement appropriate to the identification of certain objectives. Figure 4 also displays the variables identified as most critical to performance. The performance variables are applicable to each of the functional area of the library.

The format used to present outcome/performance measures is radically different from that of other sections in this document. The format is an outline of programmatic functions of the library which closely correspond to level 3 of Figure 4. Measures have not been included for support or instructional services.* A sample series of outcome/performance measures has been listed under various sections of the outline.

As the reader will note, there are only a limited number of measures presented. This is the result of the developmental nature of performance measurement, and the fact that outcome/performance measures must be closely linked to the specific objectives of the individual library. The latter reason necessitates a very individualized approach to the development of outcome/performance measures.

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*The reader is directed to NCHEMS Technical Reports 70, Outcome Measures and Procedures Manual, and products emanating from the Adult and Continuing Education Project conducted by NCHEMS for measures applicable to instructional services.

Performance of instructional services and support services have not been addressed here. Support services are variously handled within the library community and in most instances outside the purview of library managers. Support services are handled in depth in other NCHEMS products to which the reader is directed for further information.

NCHEMS, through funding from the National Center for Educational Statistics, is examining issues of adult and continuing education. As a component of this project, instructional services provided by libraries are considered. Therefore, the reader is additionally directed to the products stemming from the adult and continuing education project. At a later date, the findings of this project will be incorporated into the library statistical data base.

Figure 4

PERFORMANCE VARIABLES AND PROGRAMMATIC ACTIVITIES

PROGRAMMATIC ACTIVITIES

LEVEL 2	LEVEL 3
General Administration	Management
	Fiscal Operations
	Planning
	Public Relations
	Personnel
Personnel and Organization Development	Personnel Development
	Organization Development
Materials Distribution	Circulation Services
	Reserve Services
	Media Distribution
	User Copying Services
Information Services	Reference Services
	Directional Services
Interinstitution Exchange and Loan Services	Interlibrary Loan
	Interinstitutional Delivery Services
Collection Development	Collection Development
Materials Acquisition	Searching/Verification
	Acquisitions/Ordering
	Gifts/Exchange
Materials Organization and Control	Cataloging Services
	Periodical Check-In
	Catalog Maintenance/ Production
Materials Preparation/ Production	Binding and Repair
	Physical Processing
	Media Production
General Instruction	General Education Program
	Public Information
	Special Services Program
General Support Activities	Logistical Services
	Plant Operations

PERFORMANCE VARIABLES
Policy Effectiveness
Resource Acquisition
Budgetary Control
Work Environment/ Staff Morale
Staff Competence
Operations Effectiveness (including User Satisfaction)
Productivity
Accuracy
Timeliness

I. ADMINISTRATIVE SERVICES

A. GENERAL ADMINISTRATIVE SERVICES

1. Management of the Library

Resource Acquisition

- *percent of grant applications awarded*
- *percent increase of current year revenues over previous year*

Work Environment/Staff Morale

- *employee satisfaction with communications within departments and between departments and administrative services*
- *average number of sick days taken per employee*
- *employee turnover rates*
- *number of grievances filed by library employees during year*

Organizational Productivity

- *amount of activity performed (materials distributed/ acquired, users served, etc.) per dollar of expenditure or service month of personnel.*

2. Fiscal Operations of the Library

Budgetary Control

- *percent of total budget spent during fiscal year*

Accuracy

- *error rate of fiscal transactions*
- *error rate of fiscal records*

Timeliness

- *number of days elapsed before the end of month fiscal reports are available*
- *percent of discounts realized*

3. Public Relations

4. Personnel Services

Timeliness of Personnel Services

- *number of service months of authorized positions which were unfilled*
- *average delay between position authorization and first day of work for employee filling the position*

5. Planning

Policy Effectiveness

- *availability of a long-range plan for the library*
- *number of times the plan has been reviewed since its original development*

B. ORGANIZATION AND PERSONNEL DEVELOPMENT

1. Personnel Development

Operations Effectiveness

- *employee satisfaction with staff development program*
- *supervisors/evaluations of improved performance/competence of employees who have participated in staff development activities*
- *percent of employees who volutarily participate in staff development activities*
- *number of people advanced in rank or position or given a merit salary increase due to training provided vs. total number of participants in the training program*

Organizational Development

NOTE: Performance measures for organizational development have not been developed.

II. USER SERVICES

A. MATERIALS DISTRIBUTION

1. Circulation Services

Policy Effectiveness

- *percent of items demanded that are on long-term check out*
- *medium number of days books are overdue*
- *percent of recalls and requests for materials in general circulation*
- *percent of circulations that are renewed*
- *user satisfaction with circulation policies*

Operations Effectiveness

- *percent of items missing from general collection*
- *user satisfaction with circulation operations*

Accuracy

- *percent of items misshelved*
- *error rate of circulation files*

Timeliness

- *lag time from return of circulated materials until discharged, sorted, and reshelved*

2. Reserve Services

Policy Effectiveness

- *overdue rate of reserve items*
- *percent of items demanded that are checked out*
- *percent of reserve circulations that are renewed*
- *percent of materials in reserves that have not circulated*

Operations Effectiveness

- *user satisfaction with reserve service operations*

Accuracy

- *error rate of reserve list*

3. Media Distribution Services

Note: performance measures for media distribution services have not been developed

4. User Copying Services

Budgetary Control

- *operating surpluses/deficits arising from provision of user copying services*

B. INFORMATION SERVICES

1. Reference Services

Policy Effectiveness

- *percent of reference questions answered by reference collection*

Operations Effectiveness

- *user satisfaction with accuracy of reference services*
- *user satisfaction with timeliness of response (or lag time in receiving response)*

Accuracy

- *percent of reference questions answered correctly*

Timeliness

- *lag time of literature searches*
- *lag time between receipt of reference question and response*
- *percent of reference questions answered within users' time limits*

2. Clientele Directional Services

Operations Effectiveness

- *user satisfaction with directional services, library maps, signs, etc.*

Accuracy

- *accuracy of directional transactions*

C. INTERINSTITUTIONAL EXCHANGE AND LOAN SERVICES

1. Borrowing Services

Policy Effectiveness

- *median number of days materials received through ILL are overdue from users*

Operations Effectiveness

- *percent of requests filled through first channel queried*

Timeliness

- *lag time from patron request to user pick-up of requested material. Sub-elements of this measure are:*
  - *lag time from patron request to time of issuing request to potential lending library*
  - *lag time from issue of request to receipt of material*
  - *lag time from receipt of material to user notification*
  - *lag time from user notification to material pick-up*
- *percent of requests filled within time requirements established by users*
- *percent of requests filled within _____ days after receipt of request (time period established as a library objective)*

2. Lending Transactions

Policy Effectiveness

- *percent of requests for materials on ILL compared to all materials circulating; by subject area; by type of material.*

Timeliness

- *lag time from receipt of request to response (yes/no)*
- *lag time from receipt of request to sending of material to requesting library*

III. TECHNICAL/COLLECTION SERVICES

A. COLLECTION DEVELOPMENT

1. Collection Development Services

Policy Effectiveness

- *percent of recommended undergraduate core collections possessed by subject area*
- *percent of items acquired annually on appropriate "good book" lists; on award lists*

Operations Effectiveness

- *number of order requests by users for materials already on order or in collection: overall and by subject*
- *percent of items for which reorders are needed to acquire multiple copies*

B. MATERIALS ACQUISITION

1. Searching/Verification

Operations Effectiveness

- *percent of order requests for which no verification located*

Accuracy

- *accuracy of verification*

Timeliness

- *lag time from order request to completed verification*

2. Acquisition Services and Ordering

Budgetary Control

- *percent of materials acquired at less than publisher's stated price*

Timeliness

- *lag time from selection of materials to be ordered to transmission of order*
- *lag time in reviewing approval plan materials*
- *percent of total orders issued that are out-of-stock*

3. Gifts and Exchange Services

Note: Performance measures for Gifts and Exchange Services have not been developed.

C. MATERIALS ORGANIZATION AND CONTROL

1. Cataloging Services

Accuracy

- *percent of total collection recataloged due to inaccuracies*

Timeliness

- *number of days required to catalog the backlog at a point in time*
- *median/modal number of days between receipt of materials and completion of cataloging activities*
- *percent of items requested while in the cataloging process*

2. Periodical Check-In Services

Accuracy

- *error rate of check-in records*

Timeliness

- *median/modal number of days lag between receipt of materials and completion of check-in activities*
- *number of days required to check in the backlog at a point in time*

3. Catalog Maintenance and Production

Accuracy

- *percent of entries in catalog from which items are missing or have been lost or withdrawn*
- *error rate of catalog cards*

Timeliness

- *lag time from production of catalog entries to insertion into catalog*

D. MATERIALS PREPARATION/PRODUCTION

1. Binding and Repair Services

Operations Effectiveness

- *percent of items bound returned for rebinding, mending or repair within a stated period of time*

Timeliness

- *number of person days required to bind the backlog of unbound periodical volumes*
- *median/modal number of days elapsed from time materials are removed from circulation for binding or repairing until they are returned to use*

2. Physical Processing

Timeliness

- *percent of items for which the time for physical processing of new items (from cataloging to shelving) is greater than a stated target*
- *median/modal elapsed time required for physical processing*
- *number of person days required to shelve the backlog of cataloged items*

3. Media Production Services

Note: Performance measures have not been develoepd for Media Production Services.

AUTHORITIES FOR DEFINITIONS

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** Original definition modified by (or written by) the staff of the Library Statistical Data Base project at the National Center for Higher Education Management Systems.

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HEGIS TAXONOMY

Conventional Academic Subdivisions of Knowledge and Training

0100 AGRICULTURE AND NATURAL RESOURCES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the production of food and management of natural fiber, plant, forest, and wildlife resources.

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with training for a profession in designing buildings, communities, parks, and other manmade aspects of the physiosocial environment.

0300 AREA STUDIES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with programs designed to study cultures indigenous to specific geographic regions.

0400 BIOLOGICAL SCIENCES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction, and structure of life forms.

0500 BUSINESS AND MANAGEMENT: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to the organization, operation, administration, and control of private and public organizations.

0600 COMMUNICATIONS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media.

0700 COMPUTER AND INFORMATION SCIENCES: Subject field designations which characterize students, faculty, facilities, degree programs, course work, research projects, etc. having to do with the design, development, and application of computer capabilities to data storage and manipulation and related computational procedures.

0800 EDUCATION: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.

0900 ENGINEERING: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment.

1000 FINE AND APPLIED ARTS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual, and non-visual representations and symbols.

1100 FOREIGN LANGUAGES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language.

1200 HEALTH PROFESSIONS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the maintenance and restoration of physical and mental health.

1300 HOME ECONOMICS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the theory and practice of family and home care including the science of foods, home decoration and management, and child care.

1400 LAW: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the legal customs, practices, and rules of society and states for the purpose of pursuing a career in jurisprudence.

1500 LETTERS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with English language and literature and value systems related to ancient and modern cultures.

1600 LIBRARY SCIENCE: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the professional skills required to organize collections of books and related materials and the training necessary for providing services related to them.

1700 MATHEMATICS: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of numbers and space configurations and their operations, measurement, relationships, and abstractions.

1800 MILITARY SCIENCES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with techniques and skills unique to the pursuit of a professional career as a military officer.

1900 PHYSICAL SCIENCES: Subject field designations which characterize students, facilities, degree programs, research projects, etc. having to do with the basic nature of matter, energy, and associated phenomena.

2000 PSYCHOLOGY: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with behavioral and mental processes.

2100 PUBLIC AFFAIRS AND SERVICES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to developing and improving competencies in the management and operation of governmental agencies.

2200 SOCIAL SCIENCES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with all aspects of the past and present activities, conduct, interactions, and organizations of humans.

2300 THEOLOGY: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to preparation and training for a religious vocation.

4900 INTERDISCIPLINARY STUDIES: Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. involving more than one major discipline without primary concentration in any one area.

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